

**Council Meeting
Tuesday, March 19, 2024
City Council Chamber
6:30 p.m.
AGENDA**



Call to Order

Pledge of Allegiance

1. Consent Agenda
 - Minutes
 - Council Minutes – March 5, 2024
 - Utility Commission – February 28, 2024
 - EDA – March 11, 2024
 - Community Center Commission – March 11, 2024
 - Planning Commission – March 12, 2024
 - Library Board – March 12, 2024
 - Park & Recreation Commission – March 13, 2024
 - Regular Bills
 - Licenses
 - Temporary Liquor License
 - Windom Lions Club – April 27, 2024
2. Department Heads
3. Windom FFA– Invasive Plant Species Contest Presentation
4. Resolution Accepting Donations
 - Fire Department – Windom United Drive
 - Library – In Memory of Keith Mathistad
5. SEH – Request for Additional Services
6. First Reading Ordinance No198 2nd Series – Rental Code Revision
7. Personnel Committee – Liquor Store F/T Hiring –Clerk & Stock Room Position
8. New Business
9. Old Business
10. Council Comments
11. Adjourn



**Regular Council Meeting
City Hall, Council Chamber
March 5, 2024
8:05 p.m.**

1. Call to Order:

The meeting was called to order by Mayor Pro Tem Dennis Esplan

2. Roll Call:

Council Present: Marv Grunig, Jenny Quade, James Nelson and Scott Benson

Council Absent: Mayor Dominic Jones

City Staff Present: Steve Nasby, City Administrator; Jon Ketzenberg, Streets & Parks Superintendent; Jason Sykora, Electric General Manager; John Nelson, Liquor Store Manager and Devin Kopperud, Police Sergeant

3. Pledge of Allegiance

4. Agenda Amendment:

Esplan said there were two items to add to the Personnel agenda item. The items are hiring recommendations from the Personnel Committee for a Building Official and Temporary Finance Director for Training.

Motion by Benson second by Nelson to approve the amended agenda. Motion carried 5 – 0.

5. Consent Agenda:

- Minutes
 - Council Minutes – February 20, 2024
 - Housing & Redevelopment Authority – February 14, 2024
 - Telecom Commission – February 26, 2024
- Regular Bills
- Licenses
 - Exempt Gambling Permit – Business, Arts and Recreation Center – April 16, 2024
 - Amplification Permit – Windom Lions Club – June 7, 2024
 - Authorization to Dispense Intoxicating Liquor – Windom Lions Club – June 7, 2024
 - Temporary Liquor License
 - Windom Lions Club – June 7, 2024
 - Windom Chamber – April 17, 2024

Motion by Grunig second by Nelson approving the Consent Agenda. Motion carried 5 – 0.

6. Department Heads:

None.

7. SEH, Inc. – Request for Additional Services:

Nasby said that during the work done for the floodplain modeling on Perkins Creek last year it was discovered that the 4th Avenue Street project in 2009, which included a bridge replacement on Perkins Creek, did not obtain the required permits from the DNR. The City did the street work and the bridge was done by Cottonwood County, both with separate engineering and contractors. He anticipated that there was a miscommunication somewhere in that the City thought the County was doing the

Preliminary

permitting as they were doing the bridge work and the County likely thought the City was doing it as it initiated the project. The DNR is willing to accept the work done for the floodplain modeling and not require a separate letter of map revision, which is estimated to cost \$18,000 or more. By accepting the work done by the City and SEH, Inc. along with completing the DNR's MT-2 forms the cost is \$5,000. SEH has performed this work and requesting the City to pay for that work.

Nelson asked whose responsibility it was to do the floodplain work and obtain the permits originally? Nasby replied that is the question as both parties were involved equally.

Benson said that he thinks the County should be asked to cover half of the expense as they did the bridge replacement.

Motion by Benson second by Nelson to table the SEH, Inc. request for the \$5,000 payment on the floodplain work and for City staff to contact Cottonwood County requesting that they cover half of the cost. Motion carried 5 – 0.

8. Personnel Committee:

Esplan noted there was a letter in the Council packet from Assistant Police Chief Cory Hillesheim stating his resignation from the Windom PD.

Nasby said that Mr. Hillesheim has been with the Windom PD for 15 years with seven of those as Assistant Chief. It will be a loss for the Department and City. Mr. Hillesheim is going to a profession outside of law enforcement.

Quade and Benson thanked Mr. Hillesheim for all his work and dedication to the citizens of Windom.

Motion by Benson second by Grunig to accept the letter of resignation from Assistant Chief Cory Hillesheim. Motion carried 5 – 0.

Benson asked about plans to replace the position. Nasby said that he had spoken to Chief Peterson and shared some of the Chief's thoughts with the Personnel Committee. The Chief will have some options to discuss in the near future with the Personnel Committee.

Grunig said that the Personnel Committee met on Monday, March 4th to do interviews for the Building Official position. They interviewed three applicants that were qualified, but none currently held a State license. The Personnel Committee's recommendation is to offer the position to Todd Severson according to the employment terms listed on the handout. Mr. Severson has a number of years of construction and supervision experience.

Motion by Grunig second by Nelson to hire Todd Severson as the Building Official under the employment terms presented. Motion carried 5 – 0.

Esplan said there was a Letter of Agreement also handed out this evening relating to the temporary hiring of Cheryl Ulferts to help the City with training. Nasby added that Ms. Ulferts is willing to come back on a part-time, temporary basis to help catch up financial work and to do hands-on training with Donna Torkelson our new Finance Director. The letter of agreement is very similar to the one recently approved for Andy Spielman to stay on and help transition and train a new Building Official. The addition of Ms. Ulferts will also allow the City to terminate the services agreement with Abdo Solutions earlier than expected and result in cost savings.

Motion by Benson second by Quade to approve the Letter of Agreement between the City of Windom and Cheryl Ulferts for Finance Director training services and to terminate the services agreement with Abdo Solutions. Motion carried 5 – 0.

9. Mayor Appointment:

Esplan said that Mayor Jones is recommending the appointment of JoAnn Ray to the Parks & Recreation Commission.

Motion by Benson second by Quade to approve the appointment of JoAnn Ray to the Parks & Recreation Commission. Motion carried 5 – 0.

10. Contractor Payments & Change Orders:

Jason Sykora, Electric General Manager, said that the first item is Pay Request #9 on the Truck Garage from Wilcon Construction in the amount of \$22,045.94. He said this is for punch-list items and that the final payment is expected soon. The truck garage is completed and being used.

Motion by Grunig second by Quade to approve Pay Request #9 on the Truck Garage for Wilcon Construction in the amount of \$22,045.94. Motion carried 5 – 0.

Sykora said that the second item is Pay Request #4 on the Electric Generation Plant from Wilcon Construction in the amount of \$140,030.00. He said the structural steel is going up and the building should be weather tight by the end of the month. The generators are on the CAT yard in Shakopee and will be delivered soon.

Motion by Benson second by Quade to approve Pay Request #4 on the Electric Generation Plant for Wilcon Construction in the amount of \$140,030.00. Motion carried 5 – 0.

Sykora said the third item is Change Order #4 for the truck garage to void an item and add a 2" water line at a cost of \$530.00.

Motion by Grunig second by Quade to approve Change Order #4 for the Truck Garage in the amount of \$530.00. Motion carried 5 – 0.

Sykora said his last item is Change Order #5 for the Truck Garage in the amount of \$915.00 which is for the addition of an RPZ valve on the waterline hooked up to the pressure washer. This is a code item as the unit will likely stay hooked up into the water system.

Nelson asked if an air break could be used instead or if there were any ideas the Water Department may have to address the issue. Sykora said as this is a pressurized line the air break was not allowed by code.

Motion by Grunig second by Quade to approve Change Order #5 for the Truck Garage in the amount of \$915.00. Motion carried 5 – 0.

John Nelson, Liquor Store Manager, said that he had two items. The first is pay request #4 for the Liquor Store project from Sussner Construction in the amount of \$149,114.84. The architects have signed off and work is progressing well on the site.

Motion by Benson second by Quade to approve Pay Request #4 from Sussner Construction for the Liquor Store Project in the amount of \$149,114.84. Motion carried 5 – 0.

John Nelson said the second item is a request to approve a 10-day extension to the contract for Sussner Construction for project completion. This would push the completion date from May 1st to May 10th.

Preliminary

The change will help with scheduling the application of the epoxy flooring to be coordinated with staffing to remove product and re-stock shelves. With the change of dates the Liquor Store will close only one weekend instead of two as originally anticipated. He added that the architects, TSP, Inc. is recommending the schedule change.

Grunig asked if the change will rush the epoxy flooring process. John Nelson replied that there are four coatings for the flooring process and each will have the recommended time to cure.

Motion by Quade second by Benson to approve extending the contract schedule for project completion with Sussner Construction from May 1st to May 10th. Motion carried 5 – 0.

John Nelson encouraged people to use the on-line application for purchasing product during construction as a faster way to get service. Due to the disruption at the store for construction the products are being moved around and some placed into storage, but if the purchase is made on-line the staff can find the product and have it ready for the customer to pick-up.

11. New Business:

None.

12. Old Business:

None.

13. Council Comments:

Grunig wished Cory Hillesheim the best with his future endeavors.

Quade thanked Mr. Hillesheim for all his work and service to the community. She also noted the progress at the Liquor Store and encouraged the public to keep shopping as the store is open.

Benson wished Mr. Hillesheim well and thanked both Andy Spielman and Cheryl Ulferts for their willingness to stay on and help train new staff.

Nasby thanked Mr. Hillesheim for his work and noted that it was Presidential Primary Day in Minnesota and thanked those that voted.

14. Adjournment:

Mayor Pro Tem Esplan adjourned the meeting by unanimous consent at 8:43 p.m.

Dennis Esplan, Mayor Pro Tem

Attest: _____
Steve Nasby, City Administrator

UTILITY COMMISSION MINUTES
Council Chambers
February 28, 2024

Call Meeting to Order: The Utility Commission meeting was called to order at 10:00 AM

Members Present: Utility Commission Chairperson: Mike Schwalbach
Members Present: Tom Riordan; Glen Francis
Member Absent: None
City Council Liaison: Marv Grunig
Staff Present: Jason Sykora, Electric Superintendent; Eric Ward, Water Foreman; Tiffany Lamb, EDA Director and Leesa Arndt, Utility Billing/Analyst

APPROVE MINUTES

Motion by Francis second by Riordan to approve January 24, 2024 Minutes. Motion carried 3 – 0.

BANKRUPTCY PROPOSAL

Tiffany Lamb, EDA Director, reviewed the enclosed memo to the Utility Commission. A liquidating trustee of the account, offered to pay the City of Windom \$204,533.35. This proposed amount would cover outstanding utility debt and the remainder of miscellaneous invoices that were billed to HyLife Foods, LLC, sans late fees. Lamb explained that prior to the morning meeting, she had received correspondence from the bankruptcy lawyers stating that the claim was submitted as a full “administrative expense” claim and they are refuting the claim as they have prosecuted prior bankruptcy cases that lists electrical services as a “service” and not a “good,” with the bankruptcy court having the final determination. Their justification that was given is you cannot place electricity in a “box to be measured.” Lamb stated the claim would move to be listed as an unsecured claim and would be paid out from 3-10% of the claim value (the payout percentage would be higher based on how many administrative claims would be changed to unsecured claims). Lamb further spoke about the costs of a bankruptcy lawyer and reiterated that the city has access to DEED funding from the legislative appropriation that would pay the outstanding utility balances. If these DEED funds are used, the amount the EDA can offer Premium Iowa Pork, LLC for business assistance monies would be reduced. Staff will further evaluate bankruptcy law and present information at an upcoming meeting.

ELECTRIC ITEMS

Truck Shed Addition – Change Orders and Project Update

Sykora included all the change orders in the packet, including orders previously approved. He reviewed Change Order #3 with the Commission, mentioning that the engineer admitted that it should have been included with the project specifications. The project included a PVC wall panel and was not “specific” and the contractor used a product that met the information provided. The strapping required for the project was then deemed inadequate, and additional supplies and labor were needed. Sykora added the engineering spoke with the contractor and approved the necessary change.

Motion by Riordan second by Francis to approve Change Order #3 for the Truck Shed Addition Project. Motion carried 3 – 0.

Schwalbach voiced concerns on the engineer bill as oversights in the design are costing the city money. Sykora will discuss the concerns with DGR.

Sykora is recommending to void Change Order #4. This order was to add a 2" water line at a cost of \$530.00. He is requesting approval of Change Order #5 for the Truck Garage for the addition of an RPZ valve on the waterline that will be hooked up to the pressure washer. The unit will likely stay hooked up to the water system.

Motion by Riordan second by Francis to approve voiding Change Order #4 and approving Change Order #5 for the Truck Shed Addition Project. Motion carried 2 – 0, Schwalbach abstained.

Truck Shed Addition Pay Request #9

Sykora said the pay request brings the project up to retainage amounts. The contractor has to install a snow catch and replace a damaged downspout. Sykora stated that staff is in and using the building.

Motion by Riordan second by Francis to approve Pay Request #9 in the amount of \$22,045.94 for the Truck Shed Addition Project. Motion carried 3 – 0.

Generation Plant Project Update

Sykora mentioned the project is moving along. Contractors have steel installed, fire-wall up, and the office side is framed, flooring placed, and bathroom work is in progress. The last month's weather has slowed the progress; however, they are hopeful to have the building weather-tight by mid-March.

Generation Plant Pay Request #4

Sykora said the pay request covers interior work and concrete work.

Motion by Riordan second by Francis to approve Pay Request #4 in the amount of \$140,030.00 for the Generation Plant Project. Motion carried 3 – 0.

Sykora was asked by CAT if they were able to crane in the engines. Sykora stated the Generation Plant Project contractor objected, noting liability issues if overhead steel would happen to fall on the engines.

Distributed Energy Report

Sykora reviewed the annual cogeneration report. The City of Windom purchased an excess of 2,993 kWh from the solar customer in the amount of \$236.43.

Distributed Energy 2024 Rate Schedule

Sykora presented the 2024 Distributed Rate Schedule. The proposed buyback rate that any distributed generation solar customer would be paid back is \$0.0791 per kWh.

Motion by Riordan second by Francis to approve the Distributed Energy Report and the Distributed Energy Rate Schedule. Motion carried 3 – 0.

Cap X Discussion – Continued

Sykora updated the Commission on the second circuit on the Brookings transmission line. CMPAS plans on using the \$2.5 million from original bond monies for this project first and is

requesting the City of Windom pay a portion of the projected project overruns. Additional costs are estimated at most to be \$147,400 for the City of Windom. CMPAS requests participants help build a reserve for potential repairs of up to \$2 million. Sykora shared that Windom's portion would be approximately \$147,400 for their share of the reserve. Sykora stated that Windom would receive transmission monies once the project is completed and online. Sykora said that CMPAS was paying interest on the bond, and now that the funds are being invested more return should be seen on transmission. The project is slated for completion at the end of 2025.

Ziegler – Customer Support Agreement

Sykora said the agreement with Ziegler contained two oil changes, when the engines are scheduled to have this maintenance bi-annually. This contract term should only have one oil change needed. A new contract will be issued for approval.

New Electric Department Pickup Purchase

Sykora has been seeking state bids for a replacement truck. The local vender only has 6 ones allotted and they are already spoken for. The other vender would be able to provide a Dodge truck that meets the department needs in the amount of \$51,248 and can guarantee availability in 3-5 months' time. Sykora intends to trade-in the existing truck and is expecting to receive \$12,000 - \$15,000 that would be used to outfit the new truck. Costs are within the allocated budget of \$60,000.

After Hours Reconnection Fee

Staff has further discussed the after-hours connection fees. The recommendation for reconnection and/or disconnection fee would be increased to \$45 with the tagging fee remaining at \$25. Sykora recommended implementing a \$200 expedite fee for connections that would need to be done in a short time, including after hours. The fee would be based on the highest paid lineman wages and equipment costs. Staff call-backs are paid 2 hours of time at an overtime rate. The Commission agreed on raising the fees to cover expenses for both electric services and water services. A Resolution will be drafted for the next meeting.

Other Electric Items

Nasby told Sykora that the City of Windom was not chosen for the first round of Federal Grants. The individual application has yet to be awarded. The City of Windom will continue to apply for grant monies in the future as they become available. No feedback was received as to why the original application was not awarded.

Sykora mentioned that Missouri River Energy Services increased the amount they pay for capacity. He noted the potential excess generation that the city will have once the new engines are in place and income it could generate.

The MMUA and local newspaper will have an upcoming article highlighting the recent Electrical projects.

Staff has been tree trimming and putting their office area back together. The old wall in the bathroom is being demolished.

Francis left the meeting at 11:30 AM.

WATER/WASTEWATER ITEMS

RRRWS Extension Request/New Agreement Proposal

Ward stated that RRRWS has reduced their water take from the City of Windom and proposed new contract terms that were emailed to Ryan Anderson. Notable items were the daily maximum take staying the same as the previous contract and the estimated payment of \$2.12/1,000 gallons (including the monthly proposed payment) is below the current rate that city residents and commercial customers are paying. The Commission is concerned that RRRWS peak months are the same as the City and they are requesting a large amount of our capacity during that time. The Commission talked about the proposal and agreed that further discussion with RRRWS should be had.

WET Testing

Ward said the latest WET Testing came back compliant.

Other Water/Wastewater Items

None.

REGULAR BILLS

Motion by Riordan second by Schwalbach to approve the Regular bills as presented in addition the additional DGR bills handed out by Sykora. Motion carried 2 – 0.

OLD BUSINESS

None.

NEW BUSINESS

Grunig mentioned that MNDOT has presented their upcoming plans for the Hwy 60/71 corridor through Windom at the last City Council meeting. Plans include placement of signal lights, adding a left center turn lane through town, restriping and sealcoating. Adding that in 2030, they are hoping to have funding to place roundabouts and replace the Hwy 60/71 bridge. Grunig encouraged the Commission to attend the Farm and Home show to view the proposals and discuss with MNDOT staff.

The next regular meeting was set for March 27 at 10:00 AM in the City Council Chambers.

ADJOURN

Schwalbach adjourned the meeting at 12:15 PM.

Mike Schwalbach, Chairperson

Attest: _____
Steve Nasby, City Administrator

ECONOMIC DEVELOPMENT AUTHORITY OF WINDOM
MINUTES
MARCH 11, 2024

1. Call to Order: The meeting was called to order by President Wepplo at 12:01 p.m.

2. Roll Call & Guest Introductions:

EDA Commissioners: Nancy Wepplo, Ryan McNamara, Marv Grunig, and James Nelson.
(There is one vacancy on the Board.)

Also Present: EDA Staff – Tiffany Lamb, EDA Director, and Admin. Asst. Mary Hensen; and Kevin Stevens, Cottonwood County Liaison.

3. Approval of Meeting Notes: February 12, 2024:

Motion by Commissioner McNamara, seconded by Commissioner Nelson, to approve the Meeting Notes of the EDA Meeting held on February 12, 2024. Motion carried 4-0.

4. South Cottonwood Lake Subdivision

A. Conveyances: Director Lamb reported that on March 5th, two deeds from DVK Diversified, LLC were recorded. The first deed conveyed Outlot C of South Cottonwood Lake Subdivision to the City of Windom. This is the lot where the well is located. The second deed conveyed Outlot B and Lot 5, Block 1 of South Cottonwood Lake Subdivision to the EDA. No consideration was required for either deed. Outlot A (the former quarry) was dedicated to the City in the Final Plat for open space (and wellhead protection).

Outlot B is the area on the east side of the subdivision located adjacent to 490th Avenue. The EDA will retain Outlot B for future development. At the present time, there are terrain issues in the northern part of that Outlot which would not lend that area to development and there are no utilities available to serve the southern part of the lot. This outlot would be tax exempt pending any future development.

Lot 5, Block 1 is the property that the EDA will be selling to the Apartment Developer. The sales terms are set out in the Contract for Private Redevelopment between the City and the Apollo Development LLC. The EDA will need to hold a public hearing prior to approval of this sale. EDA Staff will be in contact with the Apartment Developer. Ten days' published notice is required prior to the public hearing and it is anticipated that the public hearing will be held at the April 8th EDA Meeting. It was the consensus of the Board that the public hearing should be scheduled for the April 8th EDA Meeting.

In response to a question, Director Lamb advised that there would be no site preparation for Outlot B at this time, and that area should blend in with Outlot A for the foreseeable future.

B. Plan Review Update: Director Lamb updated the Board that the proposed infrastructure plans and specs for the new subdivision were received from Dan Van Schepen of DGR Engineering who is working with DVK. These plans and specs were forwarded to the Department Heads for the Water/Wastewater Department, Electric Department, Street Department, and Telecom Department for review. The schedule is to bring the plans and specs to the Utility Commission for approval on March 27th unless DVK requests an earlier date for approval.

Director Lamb noted that DVK plans to complete the demolition at the site which basically includes crushing of concrete and installation of gravel where required. Bob Braun from DVK advised that they hope to complete this demolition in the next few weeks.

C. Amendment to Contract: Director Lamb recapped that the Contract for Private Redevelopment and Attachment were approved in March 2022 with final signatures on June 15, 2022. Following execution of these documents, there were circumstances that delayed the demolition of the former Cemstone concrete plant on the property, delayed the platting of the new subdivision, and delayed the start of installation of the infrastructure. Thus the dates for completion of the various stages in the development are no longer applicable. The EDA has also received information that would necessitate acceleration of the time schedule for the installation of infrastructure. To affect these updates, it is necessary that the Contract and Attachment be amended to clarify the terms and update the time schedule. A proposed Amendment has been prepared and reviewed by the TIF Attorney. The Board received a copy of the proposed Amendment in the meeting packet. If approved by the EDA Board, a copy will be forwarded to DVK for review and presented to the City Council for approval. After a brief discussion, the following action was taken.

Motion by Commissioner Grunig, seconded by Commissioner McNamara, to approve the proposed Amendment to the Contract for Private Redevelopment and Attachment between the City of Windom, the EDA, and DVK Diversified, LLC; to recommend City Council approval of the Amendment; and if approved by the City Council, to authorize the EDA President to sign the Amendment. Motion carried 4-0.

5. Windom Apartments (North) – Update: Director Lamb reported that the property manager for these apartments is beginning to advertise the units in the buildings, that have received the temporary certificates of occupancy, this week. The last building has been dry-walled. The job superintendent is anticipating that the buildings should be completed by the end of March or early April. Director Lamb advised that Building Official Andy Spielman, even though he is only working part-time, has been continuing to do the inspections on these units. The funds for the third draw request from the Developer were transferred last Friday. The only funds from the special appropriation left to disburse are the remaining construction costs (approximately \$700,000) and the funds for recruitment. The DEED Representative was in Windom on February 13th. He reviewed the City's records concerning the special appropriation and approved the draw request process and the documentation to date. He also toured two of the completed units in Building D and was satisfied with those units, the status of the project, and the information received from the Job Superintendent.
6. Commercial Rehab Loan Application – 944 Fourth Avenue: Director Lamb advised that the EDA has received an application from Prudence Lodge #97 for a commercial rehab loan to assist with the costs for the installation of insulation and siding on the building at 944 Fourth Avenue. Tenants in the ground floor level of this building include the Minnesota Department of Corrections and Farm Bureau Financial Services. The estimated total cost of the labor and materials for the project is \$55,886. The loan from the EDA would be in the amount of \$10,000 (\$5,000 is forgivable and \$5,000 is repayable over a 5-year period and accrues 1 percent interest). The property owner will pay the balance of the costs. EDA Staff has reviewed the application and attachments and these documents comply with the EDA's program requirements. After a brief discussion, the following action was taken.

Motion by Commissioner McNamara, second by Commissioner Grunig, to approve the loan of \$10,000 from the EDA's Commercial Rehab Loan Program to the Prudence Lodge #97 for installation of insulation and siding on the building at 944 Fourth Avenue. Motion carried 4-0.

7. NWIP Sign
 - A. Quote – Business Signs: Requests have been received by the EDA for the addition of two name plates on the NWIP monument sign. A new sign would be added for Cemstone Concrete Materials,

LLC and a new sign for the Big Bend Snowriders, Inc. Brady Haugen constructed the original monument sign and has installed the signs for the other businesses located in NWIP. Mr. Haugen has provided a quote of \$1,500 covering the fabrication and installation of these two signs. After a brief discussion, the following action was taken.

Motion by Commissioner Grunig, seconded by Commissioner Nelson, to approve the fabrication and installation of two new name plates on the NWIP monument sign for the cost of \$1,500 as proposed by Brady Haugen. Motion carried 4-0.

8. PLACER AI Demo: At the January 8th Meeting, Director Lamb reported that she had used Placer AI for a small project. The company provides digital market analytics for specific business locations, events, etc. Director Lamb presented the demo video from Placer AI for the Board's review and discussion. She advised that the annual cost for the service is \$12,000. She has provided the demo video to the other City Departments for review but has not received any feedback to date. The consensus was that the service would not be used on a day-to-day basis unless there was a specific project and the service is costly for our current purposes.
9. New Business: Director Lamb advised that the City has hired Todd Severson from the Dovray area as the new Building & Zoning Official and City Fire Marshal. He is scheduled to start on April 1st. The City has an agreement with Andy Spielman for part-time assistance with training and commercial and industrial inspections until such time as Mr. Severson is fully certified. Commissioner Grunig (member of Personnel Committee) provided a brief summary of Mr. Severson's background.

Director Lamb advised that on April 2nd, GreenSeam will be in Windom. They are affiliated with Greater Mankato Growth and serve Southwest Minnesota. They specifically work with food and ag-related businesses on topics such as business retention and expansion. At the time of the meeting, at least 6 businesses had scheduled appointments with GreenSeam during their visit. Director Lamb and Chamber Director Darci Jones will be meeting with the GreenSeam team prior to GreenSeam's meetings with local businesses. Director Lamb indicated that if anyone from the EDA wished to attend this meeting to contact her. She will also be reaching out to the County to verify whether a County Official or Commissioner would like to participate in this meeting.

10. Unfinished Business

A. Staff Report: Director Lamb updated the Board concerning the status of a potential rehab project for the building at 288 Tenth Street and potential funding sources. The property owner may submit an application for the façade program.

Director Lamb provided a brief update concerning the recruitment portion of the special appropriation and its possible uses.

11. Miscellaneous Information

A. River Bluff Townhomes – Monthly Financial Report: The Board received copies of the January 2024 financial reports submitted by Van Binsbergen & Associates.

12. Adjourn: On consensus, President Wepplo adjourned the meeting at 1:02 p.m.

Attest:

Tiffany Lamb, EDA Director

Nancy Wepplo, EDA President

Community Center Commission Minutes

Monday, March 11, 2024

1. Call to Order: Vice President Lenny Thiner called the meeting to order at 5:00 p.m.

2. Present:

President: Linda Stuckenbroker - Absent

CC Director: Tim Snyder

Commission Members: Mitch Voehl

Lenny Thiner

Jan Duscher

Al Baloun

Commission Liaisons: Scott Benson -

Jim Nelson -

City Administrator: Steve Nasby – Absent

3. Approval of Minutes: Minutes from February reviewed and approved.
Motion made by Mitch Voehl; seconded by Jan Duscher. Approved 3-0.

4. Director Report:

Personnel

- a. On call employee has given notice to resign
 - i. Job will be listed again
 - ii. Request to City Hall to add 1 full time and 1 part time

Financial

- a. February business up \$ 2500.00 vs. February 2023
- b. Events are shifting to more potential income

5. Old Business:

- a. New scrubber not purchased yet
- b. AC units – considering replacing 3 units instead of 2 units
- c. Rate changes approved by council
- d. Quick Print updating new brochure

6. New Business:

- a. Change to purchase liquor due to legal issues
- b. Utility Dept. estimated \$3700.00 to update building exterior and parking lot lighting
- c. Discussed recognition plaque for the Byers donation

d. Need to replace one cash register

7. Commissioners Comments:

Three new people to attend Senior Center

Motion by Jan Duscher, seconded by Al Baloun, to adjourn meeting at 5:34 p.m. Motion approved 4-0

Next Meeting: April 8, 2024

**CITY OF WINDOM
PLANNING COMMISSION
MINUTES
MARCH 12, 2024**

1. Call to Order: The meeting was called to order by Chairman Mattson at 7:02 p.m.

2. Roll Call & Guest Introductions:

Planning Commission: Brett Mattson, Ben Byam, Carol Hartman, Matt Miller, and Tom Tegels.
Absent: Jared Baloun, Lorri Cole, and Brandon Fletcher.

Also Present: B&Z Staff: Zoning Admin. Andy Spielman and Admin. Asst. Mary Hensen.

3. Oath of Office: New Commissioner Matt Miller took the oath of office. Reappointed Commissioner Tom Tegels took the oath of office.

4. Election of Officers

A. Chairperson: Zoning Admin. Spielman stated that the current Chairman is Brett Mattson and the current Vice Chairman is Jared Baloun. Chairman Mattson then called for nominations for the Office of Chairman.

Motion by Commissioner Hartman, seconded by Commissioner Tegels, nominating Brett Mattson as Chairman for 2024 and until his successor is duly elected and qualified. Motion carried 5-0.

B. Vice Chairperson: Chairman Mattson called for nominations for the Office of Vice Chairman.

Motion by Commissioner Hartman, seconded by Commissioner Tegels, nominating Jared Baloun as Vice Chairman for 2024 and until his successor is duly elected and qualified, and a follow-up motion by Commissioner Hartman, seconded by Commissioner Tegels, that all nominations cease and a unanimous ballot be cast for Jared Baloun as Vice Chairman. Motion carried 5-0.

5. Approval of Minutes: December 12, 2023: Zoning Admin. Spielman briefly reviewed the Minutes and actions taken at the December 12, 2023, Meeting and Commissioner Hartman concurred as she was present at that meeting.

Motion by Commissioner Hartman, seconded by Commissioner Miller, to approve the Planning Commission Minutes for the Meeting held on December 12, 2023. Motion carried 5-0.

6. Proposed Code Updates: Zoning Admin. Spielman reviewed the proposed addition of a new Subsection 90.02(E) and renumbering of the existing Subsection (E) and subsequent existing subsections in Section 90.02. The proposed new subsection includes the dumping or spillage of hazardous substances on private or public property as a public nuisance. There was discussion concerning inclusion of the resulting contaminated surfaces, such as soil, as a public nuisance. There was also discussion concerning requirements for abatement of the spill and contaminated surfaces and the authority (MPCA) or authorities responsible for regulating abatement. The Commissioners requested that Staff: (1) Contact other cities to review their Code language and procedures concerning spills of hazardous substances on private and public property, and (2) bring revised language concerning this matter for review by the Planning Commission.

Zoning Admin. Spielman reviewed the proposed inclusion of examples to clarify the meaning of "institutional occupancies" in the definition of "Rental Unit or Rental Housing Unit" in Section 150.52; the proposed deletion of wording in Subsection 150.56(I)(1) removing the exemption from rental inspections concerning properties that are under state or federal inspections and the reasons for that proposed deletion; the proposed deletion of Subsection 150.56(I)(4) concerning the exemption from rental inspections for alternate renewal rental license periods and the reasons for that proposed deletion; and the proposed deletion of Subsection 150.57(D) under "License and Inspection Fees" concerning the removal of the exemption in Subsection 150.56(I)(4).

Motion by Commissioner Tegels, seconded by Commissioner Miller, to amend the definition of “Rental Unit or Rental Housing Unit” in Section 150.52 and to delete Subsections 150.56(I)(1), 150.56(I)(4) and 150.57(D) as proposed in Ordinance No. 198, 2nd Series. Motion carried 5-0.

Zoning Admin. Spielman advised that he would bring these proposed Code revisions to the City Council on Tuesday, March 19th, in a proposed Ordinance No. 198, 2nd Series for the first reading. The second reading of the Ordinance would be scheduled for April 2nd.

7. Other Business/Reports: Zoning Admin. Spielman reported that a minor subdivision had been previously approved concerning residential property at 1707 Langley Street. This is a through lot and the property owner requested a minor subdivision to divide the lot in the middle and create two buildable lots—the second of which would be addressed on Third Avenue. However because of the depth of the sewer and other considerations, this new lot may not be considered as a buildable lot.
8. Unfinished Business: None.
9. New Business: Zoning Admin. Spielman announced that the City has hired Todd Severson from the Dovray area as the new Building & Zoning Official & City Fire Marshal. He further explained that he would be assisting Mr. Severson in the transition period and until the time when Mr. Severson has obtained his full certification as a Building Official in Minnesota. He also indicated that he would attend Mr. Severson’s first Planning Commission Meeting to introduce him.
10. Planning Commission Comments, Concerns, Suggestions: Commissioner Hartman thanked Zoning Admin. Spielman for his work with the Planning Commission and the City. She asked if the Planning Commission would be doing any “send-off” party for Andy Spielman.
11. Adjourn: The meeting was adjourned by unanimous consent at 7:50 p.m.

Attest: _____

Andy Spielman, Zoning Administrator

Brett Mattson, Chairman

Windom Library Board Meeting

March 12, 2024

5:05p.m.

1. Call to order: The meeting was called to order by John Duscher.

2. Roll Call: Present: John Duscher, Anita Winkel, Wade Pfeiffer and Fran Swenson
Members Absent: Christine Wolf, Steve Fresk, Kari Scheitel
Library Staff Present: Kari Hanson
City Council Member Present: Dennis Esplan Guest Present: Noah Kloss

3. Agenda and Minutes:

Agenda and minutes were approved on a motion made by A. Winkel and seconded by F. Swenson

4. Financial Report: No financial report available this month.

5. Librarian's Report:

- Saturday, March 16th we will host our first "Saturday Shenanigans." Our theme for Saturday is St. Patrick's Day. We will have a variety of activity stations set up throughout the library. Kids will be fishing for shamrocks, decorating shamrock shapes, painting rainbows, and even a scavenger hunt.
- Blind Date with a Book in February was a great success. 3 winners were chosen in a random drawing. Nancy donated prizes for the winners.
- Story time will now be offered in the morning and afternoon on Tuesdays. Nancy will present the same story time materials at each session.
- The 'Read a Latte' Winter Reading Program has 96 participants. Several people have claimed their prize by turning in their list of books they have read since January 1st. We have quite a few people who are on their 2nd reading log. The program will end on March 31st.
- Look for the "Did you Know" section in the newspaper next week for library fun facts!
- February circulation was a total of 2,852 items. 502 items were sent to other libraries, with 225 received.

Librarian's Report was approved on a motion by W. Pfeiffer and seconded by F. Swenson

6. Old Business: None noted

7. New Business: The Annual State Report for 2023 was presented. The report for 2023 was approved on a motion by W. Pfeiffer and seconded by A. Winkel. Report submitted to MN Department of Education electronically.

Noah Kloss, a SMSU Senior, presented data from a report he is working on for a Capstone Project. He will present information at the April meeting. Data being collected is focusing on the different genres of books and which items are more popular, etc.

8. Book suggestions

9. Adjourn

Meeting adjourned at 5:40 p.m.

Windom Park & Recreation Commission

Minutes for Wednesday, March 13th, 2024

City Hall Council Chambers

Roll Call:

Present: Jess Smith, Paul Johnson, Pam Hogan, Jackie Jurgens, Joann Ray, Scott Benson, Jenny Quade, Darcy Jones

City Staff: Jon Ketzenberg, Tim Hogan

Public: None

Absent: Mitchell Chmielewski

Call the Meeting to Order at 5:30 p.m. Meeting Was called to order by Johnson at 5:33pm

1. **Motion to Approve or amend agenda:** There were two adds to the agenda, Horse committee discussion under old business by Benson as well as Pool Committee discussion under Commission comments by Jurgens. Motion was made by P. Hogan to approve the amended agenda and second by Jurgens. Motion Carried.
2. **Approve Minutes from January 10th, 2024 (No February Meeting)** Motion to approve the minutes from January was made by Johnson and second by P. Hogan.
3. **Recreation Director report:**
 - a) **Updates to Eagle Field: Backstop and Netting:** Tim Hogan presented information to the commission about the Rec Fields and that there are some improvements that are needed. There has been some maintenance done to the fields and dugouts but areas such as the backstops are starting to show their age. Hogan said that on the lower parts of the backstops the bottoms are curing up and balls are going under the backstops. Hogan also mentioned there are safety concerns as the backstops are not tall enough. Foul balls from other fields are landing in bleachers and fields in opposite directions causing people that are watching a game on one field do not realize a ball is coming down on them from another field. Hogan said he is looking at some options and funding to potentially replace the backstop on Eagle Field with a padded backstop as well as replacing the chain-link fencing with netting that would also extend forward towards home plate to help reduce balls going over the backstops. Discussion was held by the committee about the safety concerns. Hogan said he will continue to update as he gets quotes and potential funding for the project.
 - b) **Pool Committee Members:** Hogan just wanted to update the commission as there was discussion in February about the Pool Committee but since they did not have a quorum they did not have any minutes to provide the information. Hogan said he is still looking for about three more members of the community. Hogan mentioned he is still working with the school and hospital for potential members. Hogan is hoping to have the kickoff meeting in April.
4. **Park Superintendent Report:**
 - a) **Parks Update:** Ketzenberg said that he had a contractor come in to do some dirt leveling up at the Rec Area. Ketzenberg said that large amounts of dirt were brought up there years ago and it was making it hard to mow certain areas so he wanted to level that ground out so it could be maintained better. Ketzenberg added that work was done on the Sandpro and that it should be ready to go to start dragging the balls fields. Highschool ball is starting and fields are being used due to the nice weather. Discussion was also held about the condition of Kastle Kingdom. Ketzenberg has quotes to replace it for a little over \$300,000. The City has budgeted \$140,000 for Kastle Kingdom.

- b) **Shelters Update:** Ketzenberg told the commission that the sidewalk from the Community Center should be starting this spring. He also said he talked to Tom White and he wants to add a little more concrete to the project and have it run right up to the shelter. Jon also said Freedom Security is working on the Liquor Store running wire and getting those cameras up and running and then will start on the Tegels Shelter. Ketzenberg also added as a follow up to moving the dump station to Windom Wash that he met with Ryan Anderson with the Waste Water dept and He thinks they should easily be able to tap into their main and get the dump station installed. Jon is going to follow up with Scott Veenker to discuss options to gets this project done. In moving the dump station that allows us to get it out of the flood plain as well allow the baseball association to move forward with a couple of their projects.
- c) **Additional Updates:** Discussion was held about the little cabin down at Island Park. The building is in very poor condition and people continue to break in the door. Johnson added that after the flood they tried to get money from FEMA to fix it as the foundation is sinking but FEMA would not provide any funds for the building. Jon said he has researched the building and it does not have any relationship to Island Park and that it was moved from a property in Jackson to Windom. There was an individual who was interested in it but after researching the building found out it wasn't German and did not have any Historical significance. Ketzenberg is going to see if the historical society has any information on it but more discussion will be held on what to do with it.

5. **Old Business: Horse Committee:** Scott Benson received an email from Baily Turner in regards to what the City has done since the previous meeting was held last January of 2023 about promoting horse shows at the Arena. Discussion was held and Quade mentioned that a brochure was made, Tim attended the MN Horse Expo and that the brochure was utilized at the Expo. A new Equestrian drag was purchased and donated by the Arena Booster Club to improve the footing inside the arena. Questions were discussed as to what more the City is responsible for doing. The understanding of the commission is the people within the user group were going to assist in networking with the other user groups about having shows at the Arena. It was discussed that Tim's Job is not to be salesman and that he is to be a primary contact to book and provide a facility for those shows and have the staff to work the events. Discussion was held about the end of year Horse Committee meeting in the fall of 2023. Johnson said he was the lead on that and he was extremely busy with work and family that it unfortunately has not happened yet. Hogan and Johnson did say that they met this past January and planned a tentative date to hold the meeting in February but scheduled di not allow that to happen. They both said they will plan a date in April to review last years season so it is done before the new season gets started.

6. **New Business:** None

7. **Commission Comments: Pool Discussion:** Jurgens said that she contacted Jacob Johnson at the school to see if he would consider allowing the pool committee to hold tailgate events at the sporting events to help with funding and getting information out to the public about what the pool committee is doing to help inform the community about potentially getting a new pool in Windom. Jurgens said she has not heard back from him yet.

Tegels Shelter: Joann Ray asked about making reservations at the New Shelter. Hogan said that people are contacting him directly and if they call City Hall that the office will give them my number so I can get them booked. Discussion was held and it was determined the Lions Club has not officially donated the building to the City as of date. Tim said that he would go in and get the online reservation opened up by April 1st for people to make online Reservations.

8. Adjourn meeting. Meeting was adjourned by unanimous consent at 6:50pm

9. Next Meeting April 10th @ 5:30 in the City Council Chambers



Windom, MN

Expense Approval Report

By Fund

Payment Dates 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 100 - GENERAL					
Fund: 100 - GENERAL					
HEADWATERS DEVELOPMENT,	01052024-1	03/07/2024	LOAN RECEIVABLE	100-12900	5,470,237.51
US BANK	Feb. 2024 US Bank	03/06/2024	Quarterly Purchasing Rebate	100-36200	-490.21
					5,469,747.30
Activity: 41110 - Mayor & Council					
US BANK	Feb. 2024 US Bank	03/06/2024	Zoom Meeting	100-41110-326	17.09
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-41110-326	27.22
Activity 41110 - Mayor & Council Total:					44.31
Activity: 41310 - Administration					
INDOFF, INC	3709726	02/27/2024	CITY HALL/SUPPLIES	100-41310-200	609.28
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	100-41310-200	25.03
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	100-41310-217	112.15
ABDO LLP	484769	03/12/2024	FINANCIAL SUPPORT/AUDITIN	100-41310-301	3,096.12
LEAGUE OF MN CITIES	400441	03/12/2024	WORKSHOP	100-41310-308	20.00
LEAGUE OF MN CITIES	401126	03/11/2024	TRAINING & REGISTRATION	100-41310-308	499.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-41310-321	63.89
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	100-41310-322	523.83
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-41310-326	283.09
Activity 41310 - Administration Total:					5,232.39
Activity: 41410 - Elections					
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	100-41410-480	25.49
Activity 41410 - Elections Total:					25.49
Activity: 41910 - Building & Zoning					
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	100-41910-200	25.03
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	100-41910-321	41.24
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-41910-321	54.17
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	100-41910-322	5.01
Activity 41910 - Building & Zoning Total:					125.45
Activity: 41940 - City Hall					
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-41940-381	467.29
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-41940-382	91.92
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	100-41940-383	785.80
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-41940-385	189.32
MELISSA PENAS	FEB 2024	03/05/2024	CLEANING	100-41940-406	338.00
SANDRA HERDER	FEB 2024	03/05/2024	CLEANING	100-41940-406	234.00
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	PZ repairs & maint grounds	100-41940-406	90.00
Activity 41940 - City Hall Total:					2,196.33
Activity: 42120 - Crime Control					
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	100-42120-200	25.03
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	100-42120-212	745.15
KWIK TRIP INC & SUBSIDIARIE	MARCH 2024	03/05/2024	MOTOR FUEL	100-42120-212	1,172.32
US BANK	Feb. 2024 US Bank	03/06/2024	Axon Taser	100-42120-308	495.00
US BANK	Feb. 2024 US Bank	03/06/2024	MN State Colleges	100-42120-308	225.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-42120-321	28.19
SUNSET LAW ENFORCEMENT,	0009698-IN	03/05/2024	POLICE/MAINTENANCE-OFFIC	100-42120-404	3,500.60
MIKE'S LLC	1009	03/06/2024	POLICE/MAINTENANCE - OFFI	100-42120-404	4,583.93
CRYSTAL CLEAN CAR WASH LL	1086	03/11/2024	POLICE/MAINTENANCE - VEHI	100-42120-405	75.00
COTTONWOOD CO AUD/TREA	MAR-24	02/27/2024	ROOM RENT	100-42120-412	2,050.00
SCB PUBLIC FINANCE	03-14-2024	03/06/2024	POLICE/LEASE	100-42120-419	1,054.07
ENTERPRISE FM TRUST	FBN4981129	03/12/2024	POLICE/LEASE	100-42120-419	845.03

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DEVIN KOPPERUD	03-03-2024	03/06/2024	POLICE/SHADOW BOX	100-42120-480	64.09
Activity 42120 - Crime Control Total:					14,863.41
Activity: 42220 - Fire Fighting					
ARAMARK	2560229898	02/27/2024	FIRE/SUPPLIES	100-42220-211	40.10
US BANK	Feb. 2024 US Bank	03/06/2024	amazon	100-42220-211	29.49
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	100-42220-212	167.05
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon- storz hydrant/wrenc	100-42220-215	43.11
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	100-42220-217	65.40
GALLS, LLC	027213820	03/11/2024	FIRE/UNIFORMS	100-42220-218	100.71
US BANK	Feb. 2024 US Bank	03/06/2024	Galls	100-42220-218	67.97
US BANK	Feb. 2024 US Bank	03/06/2024	BA Shields	100-42220-308	345.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-42220-321	42.68
US BANK	Feb. 2024 US Bank	03/06/2024	JP Leatherworks	100-42220-323	45.78
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	100-42220-323	17.99
US BANK	Feb. 2024 US Bank	03/06/2024	hilton garden inn	100-42220-334	208.86
US BANK	Feb. 2024 US Bank	03/06/2024	hilton garden inn	100-42220-334	208.86
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-42220-381	353.03
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-42220-382	15.35
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	100-42220-383	808.03
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-42220-385	37.31
PAUL MARSH	30556	03/05/2024	FIRE/MAINTENACE-VEHICLE	100-42220-405	362.91
PAUL MARSH	30580	03/08/2024	FIRE/MAINTENANCE - VEHICL	100-42220-405	1,240.84
WINDOM AUTO VALU	FEB 2024	03/11/2024	MAINTENANCE	100-42220-405	134.95
WINDOM AUTO VALU	FEB 2024	03/11/2024	MAINTENANCE	100-42220-405	7.99
WINDOM AUTO VALU	FEB 2024	03/11/2024	MAINTENANCE	100-42220-405	26.99
WINDOM AUTO VALU	FEB 2024	03/11/2024	MAINTENANCE	100-42220-405	-26.99
CARQUEST - SMITH AUTO SUP	FEB 2024	03/11/2024	MAINTENANCE 91380	100-42220-405	1.32
US BANK	Feb. 2024 US Bank	03/06/2024	Ebay	100-42220-405	16.98
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Fire maint vehicle	100-42220-405	3.99
US BANK	Feb. 2024 US Bank	03/06/2024	zoro	100-42220-406	99.98
US BANK	Feb. 2024 US Bank	03/06/2024	MN State Fire Chief	100-42220-433	280.00
Activity 42220 - Fire Fighting Total:					4,745.68
Activity: 42500 - Civil Defense					
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-42500-381	33.44
Activity 42500 - Civil Defense Total:					33.44
Activity: 42700 - Animal Control					
COTTONWOOD VET CLINIC	328 2-29-2024	03/11/2024	CITY POUND	100-42700-300	174.50
Activity 42700 - Animal Control Total:					174.50
Activity: 43100 - Streets					
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	100-43100-200	25.03
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	100-43100-212	691.97
US BANK	Feb. 2024 US Bank	03/06/2024	D&A Clearing House	100-43100-217	25.00
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	100-43100-217	65.40
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-43100-217	70.00
WINDOM AUTO VALU	FEB 2024	03/11/2024	MAINTENANCE	100-43100-241	160.99
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	100-43100-321	42.07
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-43100-321	20.55
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-43100-381	248.75
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-43100-381	1,872.68
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-43100-382	20.60
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	100-43100-383	960.46
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-43100-385	45.68
WINDOM FARM SERVICE	193775	03/06/2024	STREET/MAINTENANCE - OFFI	100-43100-404	98.86
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Street maint office	100-43100-404	149.97
Activity 43100 - Streets Total:					4,498.01
Activity: 45120 - Recreation					
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	100-45120-200	25.03

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	100-45120-217	14.02
Activity 45120 - Recreation Total:					39.05
Activity: 45202 - Park Areas					
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	100-45202-200	25.03
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	100-45202-212	230.89
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Park small tools	100-45202-241	23.99
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Park small tools	100-45202-241	9.99
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-45202-326	266.67
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	100-45202-381	470.92
FLAGSHIP RECREATION	F22589	03/05/2024	STREET/MAINTENANCE-STRU	100-45202-402	448.00
ATCO INTERNATIONAL CO	I0626045	03/05/2024	STREET/MAINTENANCE-STRU	100-45202-402	591.58
Activity 45202 - Park Areas Total:					2,067.07
Fund 100 - GENERAL Total:					5,503,792.43
Fund 100 - GENERAL Total:					5,503,792.43

Fund: 211 - LIBRARY

Fund: 211 - LIBRARY

Activity: 45501 - Library

US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	211-45501-200	95.95
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	211-45501-217	65.40
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	211-45501-321	167.58
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	211-45501-326	70.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	211-45501-381	175.57
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	211-45501-382	19.95
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	211-45501-383	606.73
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	211-45501-385	43.53
ARAMARK	2560232241	03/05/2024	LIBRARY/MAINTENANCE-STR	211-45501-402	36.38
MELISSA PENAS	FEB 2024	03/05/2024	CLEANING	211-45501-402	338.00
SANDRA HERDER	FEB 2024	03/05/2024	CLEANING	211-45501-402	234.00
US BANK	Feb. 2024 US Bank	03/06/2024	Wave jk	211-45501-402	40.00
BOTTOMLINE PERSONAL	02-15-24	03/11/2024	LIBRARY/2 YEAR SUBSCRIPTIO	211-45501-433	39.00
STAR TRIBUNE	9905542 03-03-2024	03/11/2024	LIBRARY/52 YEAR SUBSCRIPTI	211-45501-433	473.62
US BANK	Feb. 2024 US Bank	03/06/2024	WOMANS DAY	211-45501-433	29.97
US BANK	Feb. 2024 US Bank	03/06/2024	MARY JANES FARM	211-45501-433	34.95
US BANK	Feb. 2024 US Bank	03/06/2024	cooks COUNTRY	211-45501-433	39.95
BAKE FROM SCRATCH	MARCH 2024	03/11/2024	LIBRARY/2 YEAR SUBSCRIPTIO	211-45501-433	29.95
INGRAM INDUSTRIES	03-01-2024	03/04/2024	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	872.43
MICROMARKETING, LLC	947678	03/11/2024	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	92.29
MICROMARKETING, LLC	948080	03/12/2024	LIBRARY/BOOKS/PAMPHLETS	211-45501-435	65.75
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	211-45501-435	10.69
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	211-45501-435	76.19
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	211-45501-435	52.54
Activity 45501 - Library Total:					3,710.42
Fund 211 - LIBRARY Total:					3,710.42
Fund 211 - LIBRARY Total:					3,710.42

Fund: 225 - AIRPORT

Fund: 225 - AIRPORT

Activity: 45127 - Airport

RED ROCK RURAL WATER	3-1-2024 READING	03/06/2024	AIRPORT/SERVICE	225-45127-200	2.00
RED ROCK RURAL WATER	3-1-2024 READING	03/06/2024	AIRPORT/SERVICE	225-45127-200	29.50
ELECTRIC FUND	1-1-24 - 1-31-24	03/12/2024	AIRPORT/AIRPORT FUEL-SNO	225-45127-212	28.62
SOUTH CENTRAL ELECTRIC	01-01-24 - 01-31-24	03/01/2024	ELECTRIC	225-45127-381	451.49
SOUTH CENTRAL ELECTRIC	01-01-24 - 01-31-24	03/01/2024	ELECTRIC	225-45127-381	589.00
MILLER SELLNER EQUIP	65873B	02/23/2024	AIRPORT/MAINTENANCE - OF	225-45127-404	60.28
CITY OF WINDOM	INV01967	03/12/2024	AIRPORT/MAINTENANCE-UTLI	225-45127-409	184.93
Activity 45127 - Airport Total:					1,345.82
Fund 225 - AIRPORT Total:					1,345.82
Fund 225 - AIRPORT Total:					1,345.82

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 230 - POOL					
Fund: 230 - POOL					
Activity: 45124 - Pool					
HAWKINS, INC	6689559	03/08/2024	SWIMMING POOL/CHEMICAL	230-45124-216	40.00
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	230-45124-217	14.02
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	230-45124-217	133.33
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	230-45124-322	0.74
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	230-45124-381	35.91
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	230-45124-383	2.54
Activity 45124 - Pool Total:					226.54
Fund 230 - POOL Total:					226.54
Fund 230 - POOL Total:					226.54

Fund: 235 - AMBULANCE**Fund: 235 - AMBULANCE****Activity: 42153 - Ambulance**

QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	235-42153-200	25.04
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	235-42153-212	-66.59
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	235-42153-212	2,434.08
ESPENSON GROUP LLC	1573	03/04/2024	AMBO/OPERATING SUPPLIES	235-42153-217	200.00
ARAMARK	2560229898	02/27/2024	AMBO/SUPPLIES	235-42153-217	40.10
BOUND TREE MEDICAL, LLC	85260560	03/05/2024	AMBO/OPERATING SUPPLIES	235-42153-217	79.17
BOUND TREE MEDICAL, LLC	85260561	03/05/2024	AMBO/OPERATING SUPPLES	235-42153-217	41.08
US BANK	Feb. 2024 US Bank	03/06/2024	sensormed+c	235-42153-217	199.99
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	235-42153-217	65.40
RITA HACKER -CREATIVE DESI	823	03/05/2024	AMBO/UNIFORMS	235-42153-218	108.00
ABDO LLP	484769	03/12/2024	FINANCIAL SUPPORT/AUDITIN	235-42153-304	269.23
US BANK	Feb. 2024 US Bank	03/06/2024	Cortex	235-42153-308	25.00
WINDOM AREA HEALTH	734-0024-02-2024-00	03/12/2024	AMBO/NURSING	235-42153-312	2,655.36
AT & T MOBILITY	287304392280X03032024	03/12/2024	AMBO/TELEPHONE	235-42153-321	307.32
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	235-42153-321	28.46
DAN MESNER	2-20-24	03/04/2024	AMBO/MEALS	235-42153-334	5.93
REBEKAH ELLINGSON	2-21-24	03/04/2024	AMBO/MEALS	235-42153-334	32.94
AMBER SVOBODA	2-21-24	03/04/2024	AMBO/MEALS	235-42153-334	41.97
TIM HACKER	2-29-24	03/04/2024	AMBO/MEALS	235-42153-334	76.68
US BANK	Feb. 2024 US Bank	03/06/2024	SAMS CLUB	235-42153-334	81.79
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	235-42153-381	235.36
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	235-42153-382	10.23
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	235-42153-383	538.69
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	235-42153-385	24.87
SOUTH CENTRAL COLLEGE	00181816	03/05/2024	AMBO/ETHAN MATHIS	235-42153-435	445.06
SOUTH CENTRAL COLLEGE	00181816	03/05/2024	AMBO/JIM AXFORD	235-42153-435	445.06
Activity 42153 - Ambulance Total:					8,350.22
Fund 235 - AMBULANCE Total:					8,350.22
Fund 235 - AMBULANCE Total:					8,350.22

Fund: 250 - EDA GENERAL**Fund: 250 - EDA GENERAL****Activity: 46520 - EDA**

US BANK	Feb. 2024 US Bank	03/06/2024	Adobe	250-46520-200	21.36
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	250-46520-200	25.03
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	250-46520-321	41.24
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	250-46520-321	54.17
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	250-46520-322	2.68
US BANK	Feb. 2024 US Bank	03/06/2024	courtyard edina	250-46520-334	114.37
FEDERATED RURAL ELECTRIC	02-29-24	03/12/2024	EDA/SERVICES	250-46520-381	29.00

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	250-46520-381	53.46
Activity 46520 - EDA Total:					341.31
Fund 250 - EDA GENERAL Total:					341.31
Fund 250 - EDA GENERAL Total:					341.31
Fund: 254 - NORTH IND PARK					
Fund: 254 - NORTH IND PARK					
Activity: 46520 - EDA					
SOUTH CENTRAL ELECTRIC	01-01-24 -01-31-24	03/01/2024	ELECTRIC	254-46520-381	154.11
Activity 46520 - EDA Total:					154.11
Fund 254 - NORTH IND PARK Total:					154.11
Fund 254 - NORTH IND PARK Total:					154.11
Fund: 255 - EDA GENERAL RLF					
Fund: 255 - EDA GENERAL RLF					
RON'S ELECTRIC INC	02-27-24	03/05/2024	EDA COMMERCIAL REHAB LO	255-12900	5,000.00
Activity: 46520 - EDA					5,000.00
RON'S ELECTRIC INC	02-27-24	03/05/2024	EDA COMMERCIAL REHAB LO	255-46520-491	5,000.00
Activity 46520 - EDA Total:					5,000.00
Fund 255 - EDA GENERAL RLF Total:					10,000.00
Fund 255 - EDA GENERAL RLF Total:					10,000.00
Fund: 401 - GENERAL CAPITAL PROJECTS					
Fund: 401 - GENERAL CAPITAL PROJECTS					
Activity: 49950 - Capital Outlay					
SHI INTERNATIONAL CORP	B17895639	03/05/2024	CITY NETWORK	401-49950-500	811.00
SHI INTERNATIONAL CORP	B18000394	03/05/2024	CITY NETWORK	401-49950-500	1,412.00
HIGLEY FORD	2-28-2024	02/28/2024	STREET/FORD PICK-UP	401-49950-504	43,348.15
Activity 49950 - Capital Outlay Total:					45,571.15
Fund 401 - GENERAL CAPITAL PROJECTS Total:					45,571.15
Fund 401 - GENERAL CAPITAL PROJECTS Total:					45,571.15
Fund: 601 - WATER					
Fund: 601 - WATER					
Activity: 49400 - Water					
QUADIANT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	601-49400-200	25.04
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	601-49400-212	326.96
HAWKINS, INC	6688310	02/23/2024	WATER/CHEMICALS	601-49400-216	4,307.78
HAWKINS, INC	6689558	02/23/2024	WATER/CHEMICALS	601-49400-216	20.00
RED ROCK RURAL WATER	03-01-24 READING	03/06/2024	WATER 104328 JOHNSON AU	601-49400-217	37.30
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	601-49400-217	65.40
ABDO LLP	484769	03/12/2024	FINANCIAL SUPPORT/AUDITIN	601-49400-301	2,019.22
US BANK	Feb. 2024 US Bank	03/06/2024	Hach - Chemical	601-49400-310	220.00
US BANK	Feb. 2024 US Bank	03/06/2024	UPS	601-49400-310	16.26
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	601-49400-321	91.25
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	601-49400-321	51.10
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	601-49400-322	109.80
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	601-49400-326	70.00
CHAD BRAND	3-7-24	03/12/2024	PARKING FEE REIMBURSEME	601-49400-331	5.25
FEDERATED RURAL ELECTRIC	02-29-24	03/12/2024	WATER/SERVICES	601-49400-381	50.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	601-49400-381	4,504.64
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	601-49400-382	19.26
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	601-49400-383	630.97
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	601-49400-383	29.95
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	601-49400-385	41.26
STANTEC CONSULTING SERVIC	2186865	03/04/2024	WATER/LANDFILL	601-49400-386	4,028.00
US BANK	Feb. 2024 US Bank	03/06/2024	MN Nat Resources	601-49400-386	140.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	601-49400-386	33.00
WINDOM AUTO VALU	FEB 2024	03/11/2024	MAINTENANCE	601-49400-405	52.58

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
METRON FARNIER, LLC	100000773	03/04/2024	WATER/MAINTENANCE - DIST	601-49400-408	1,176.99
US BANK	Feb. 2024 US Bank	03/06/2024	MN Nat Resources	601-49400-444	1,627.21
Activity 49400 - Water Total:					19,699.22
Fund 601 - WATER Total:					19,699.22
Fund 601 - WATER Total:					19,699.22

Fund: 602 - SEWER**Fund: 602 - SEWER****Activity: 49450 - Sewer**

QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	602-49450-200	25.03
HAWKINS, INC	6689875	02/23/2024	SEWER/CHEMICALS	602-49450-216	10.00
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	602-49450-217	65.40
ABDO LLP	484769	03/12/2024	FINANCIAL SUPPORT/AUDITIN	602-49450-301	2,019.22
WINDOM COMMUNITY CENT	R202416	03/12/2024	WATER/MWOA MEETING	602-49450-308	168.33
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	602-49450-321	121.26
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	602-49450-321	176.00
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	602-49450-322	109.80
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	602-49450-326	70.00
SOUTH CENTRAL ELECTRIC	01-01-24 -01-31-24	03/01/2024	ELECTRIC	602-49450-381	271.82
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	602-49450-381	9,092.64
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	602-49450-382	210.33
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	602-49450-383	23.91
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	602-49450-383	27.63
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	602-49450-383	109.09
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	602-49450-383	3,023.27
MEIER ELECTRIC INC OF MARS	36735	03/05/2024	SEWER/MAINTENANCE-OFFIC	602-49450-404	5,804.99
Activity 49450 - Sewer Total:					21,328.72
Fund 602 - SEWER Total:					21,328.72
Fund 602 - SEWER Total:					21,328.72

Fund: 604 - ELECTRIC**Fund: 604 - ELECTRIC**

ELECTRIC FUND	# 517 RETURN	03/12/2024	EL/INVENTORY	604-14200	1.32
BORDER STATES	927886449	02/27/2024	EL/INVENTORY	604-14200	1,084.19
DGR ENGINEERING	00266061	03/12/2024	EL/TRUCK GARAGE	604-16200	3,896.00
WILCON CONSTRUCTION SER	PAYMENT # 9	03/12/2024	EL/TRUCK GARAGE	604-16200	22,045.94
DGR ENGINEERING	00266059	03/12/2024	EL/TRANSMISSION LINE	604-16480	169.50
DGR ENGINEERING	00266060	03/12/2024	EL/GENERATION BLDG	604-16480	21,714.79
WILCON CONSTRUCTION SER	PAYMENT # 4	03/12/2024	EL/GENERATION PLANT	604-16480	140,030.00
					188,941.74

Activity: 49550 - Electric

QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	604-49550-200	25.04
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric office supplies	604-49550-200	69.98
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric office supplies	604-49550-200	15.98
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric cleaning supplies	604-49550-211	72.73
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric cleaning supplies	604-49550-211	15.18
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/MOTOR FUE	604-49550-212	361.35
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	604-49550-217	65.40
FRANKS SHOE REPAIR	0043985	03/05/2024	EL/UNIFORMS	604-49550-218	220.00
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric small tools all purpos	604-49550-241	167.95
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric small tools all purpos	604-49550-241	23.97
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric small tools all purpos	604-49550-241	4.01
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric small tools all purpos	604-49550-241	17.99
ABDO LLP	484769	03/12/2024	FINANCIAL SUPPORT/AUDITIN	604-49550-301	2,019.22
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	604-49550-321	80.02
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	604-49550-321	51.34
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	604-49550-322	109.80
OZ GROUP INC	5073176-030124	03/12/2024	EL/DISPATCHING	604-49550-325	90.77
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	604-49550-326	90.00
US BANK	Feb. 2024 US Bank	03/06/2024	USPS	604-49550-333	16.22

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US BANK	Feb. 2024 US Bank	03/06/2024	USPS	604-49550-333	20.55
TRAVELERS	02-27-24 2399B4018	03/06/2024	EL/INSURANCE	604-49550-362	113,812.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	604-49550-381	181.26
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	604-49550-382	21.51
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	604-49550-383	632.52
US BANK	Feb. 2024 US Bank	03/06/2024	kwik trip	604-49550-383	23.50
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	604-49550-385	44.29
US BANK	Feb. 2024 US Bank	03/06/2024	Menards	604-49550-402	449.11
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint structure	604-49550-402	34.29
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint structure	604-49550-402	29.49
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint structure	604-49550-402	96.97
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint structure	604-49550-402	18.99
CARQUEST - SMITH AUTO SUP	FEB 2024	03/11/2024	MAINTENANCE 91380	604-49550-405	97.11
ELECTRIC FUND	# 868	03/12/2024	EL/MAINTENANCE - DISTRIBU	604-49550-408	9.14
ELECTRIC FUND	# 870	03/12/2024	EL/MAINTENANCE - DISTRIBU	604-49550-408	184.93
ELECTRIC FUND	# 871	03/12/2024	EL/MAINTENANCE - DISTRIBU	604-49550-408	12.93
ELECTRIC FUND	# 872	03/12/2024	EL/MAINTENANCE - DISTRIBU	604-49550-408	17.99
ELECTRIC FUND	# 873	03/12/2024	EL/MAINTENANCE - DISTRIBU	604-49550-408	71.98
ELECTRIC FUND	# 874	03/12/2024	EL/MAINTENANCE - DISTRIBU	604-49550-408	19.23
ELECTRIC FUND	# 875	03/12/2024	EL/MAINTENANCE - DISTRIBU	604-49550-408	20.04
mPOWER TECHNOLOGIES, IN	5619	03/05/2024	EL/MAINTENANCE-DISTRIBUT	604-49550-408	4,386.00
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint utilities	604-49550-409	10.32
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint utilities	604-49550-409	26.98
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint utilities	604-49550-409	70.52
US BANK	Feb. 2024 US Bank	03/06/2024	HyVee	604-49550-410	5.34
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Electric maint generation	604-49550-410	16.14
DONNA MARCY	3-7-24	03/12/2024	EL/CONSERVATION-ENERGY R	604-49550-450	350.00
Activity 49550 - Electric Total:					124,180.08
Fund 604 - ELECTRIC Total:					313,121.82
Fund 604 - ELECTRIC Total:					313,121.82

Fund: 609 - LIQUOR STORE

Fund: 609 - LIQUOR STORE

TSP	0060759	03/07/2024	LIQUOR STORE PROJECT	609-16200	1,325.00
SUSSNER CONSTRUCTION, IN	PAYMENT #4	03/12/2024	LIQUOR STORE REMODEL	609-16200	149,114.84
					150,439.84

Activity: 49751 - Liquor Store

INDOFF, INC	3710200	03/05/2024	LIQUOR S/SUPPLIES	609-49751-200	149.78
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	609-49751-200	58.77
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	609-49751-200	9.29
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	609-49751-200	25.04
ARAMARK	2560232247	03/05/2024	LIQUOR S/CLEANING/SUPPLIE	609-49751-211	69.07
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Liquor cleaning supplies	609-49751-211	15.99
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	609-49751-217	32.53
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	609-49751-217	93.43
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Liquor operating supplies	609-49751-217	9.99
BELLBOY CORP	0201792800	03/07/2024	LIQUOR S/LIQUOR	609-49751-251	-19.83
BELLBOY CORP	0202655400	02/20/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	923.50
VINOCOPIA, INC	0345883-IN	02/20/2024	LIQUOR S/MERCH/FREIGHT	609-49751-251	85.70
BREAKTHRU BEVERAGE MN	114403629	02/20/2024	LIQUOR S/MERCH/FREIGHT	609-49751-251	1,968.86
BREAKTHRU BEVERAGE MN	114605015	03/06/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-251	496.66
JOHNSON BROS.	2487561	02/26/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,389.97
JOHNSON BROS.	2491978	03/07/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	309.84
JOHNSON BROS.	2496388	03/08/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	1,133.60
BEVERAGE WHOLESALERS	314185	02/20/2024	LIQUOR S/LIQUOR/BEER	609-49751-251	94.00
BEVERAGE WHOLESALERS	315186	02/26/2024	LIQUOR S/LIQUOR/BEER/NON	609-49751-251	789.00
BEVERAGE WHOLESALERS	315825	02/27/2024	LIQUOR S/LIQUOR/BEER	609-49751-251	315.60
PHILLIPS WINE & SPIRITS	518712	02/27/2024	LIQUOR S/LIQUOR	609-49751-251	-10.38
PHILLIPS WINE & SPIRITS	6741645	02/26/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,210.84
PHILLIPS WINE & SPIRITS	6744988	03/07/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	2,204.32

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PHILLIPS WINE & SPIRITS	6748444	03/08/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-251	828.94
BEVERAGE WHOLESALERS	312195-C	02/20/2024	LIQUOR S/BEER	609-49751-252	-28.80
BEVERAGE WHOLESALERS	314185	02/20/2024	LIQUOR S/LIQUOR/BEER	609-49751-252	1,482.45
BEVERAGE WHOLESALERS	315186	02/26/2024	LIQUOR S/LIQUOR/BEER/NON	609-49751-252	5,086.26
BEVERAGE WHOLESALERS	315825	02/27/2024	LIQUOR S/LIQUOR/BEER	609-49751-252	268.80
ARTISAN BEER COMPANY	36619535	02/26/2024	LIQUOR S/BEER	609-49751-252	288.00
ARTISAN BEER COMPANY	3663473	03/08/2024	LIQUOR S/BEER	609-49751-252	55.40
VINOCOPIA, INC	0344345-CM	02/20/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	-136.00
VINOCOPIA, INC	0345883-IN	02/20/2024	LIQUOR S/MERCH/FREIGHT	609-49751-253	216.00
PAUSTIS WINE COMPANY	228727	02/26/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	512.00
PAUSTIS WINE COMPANY	229211	02/26/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	-96.00
JOHNSON BROS.	2487562	02/26/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	1,228.00
JOHNSON BROS.	2491979	03/08/2024	LIQUOR S/WINE/FREIGHT	609-49751-253	380.00
JOHNSON BROS.	2496389	03/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-253	632.27
INDIAN ISLAND WINERY	5431	03/08/2024	LIQUOR S/WINE	609-49751-253	598.56
PHILLIPS WINE & SPIRITS	6748445	03/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-253	33.00
MORGAN CREEK VINEYARDS	7089	02/27/2024	LIQUOR S/WINE	609-49751-253	100.80
VINOCOPIA, INC	0345883-IN	02/20/2024	LIQUOR S/MERCH/FREIGHT	609-49751-254	120.00
BREAKTHRU BEVERAGE MN	114403629	02/20/2024	LIQUOR S/MERCH/FREIGHT	609-49751-254	172.18
BREAKTHRU BEVERAGE MN	114605015	03/06/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-254	25.60
JOHNSON BROS.	2496389	03/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-254	37.00
ATLANTIC COCA-COLA	4423787	02/22/2024	LIQUOR S/SOFT DRINKS & MI	609-49751-254	304.00
RED BULL DISTRIBUTION CO, I	5009905230	02/27/2024	LIQUOR S/SOFT DRINKS & MI	609-49751-254	132.81
PHILLIPS WINE & SPIRITS	6748445	03/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-254	29.50
BEVERAGE WHOLESALERS	315186	02/26/2024	LIQUOR S/LIQUOR/BEER/NON	609-49751-259	44.70
ABDO LLP	484769	03/12/2024	FINANCIAL SUPPORT/AUDITIN	609-49751-301	2,019.22
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	609-49751-321	226.61
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	609-49751-322	0.76
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	609-49751-326	537.97
BELLBOY CORP	0202655400	02/20/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	16.00
VINOCOPIA, INC	0344345-CM	02/20/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	-2.00
VINOCOPIA, INC	0345883-IN	02/20/2024	LIQUOR S/MERCH/FREIGHT	609-49751-333	18.00
BREAKTHRU BEVERAGE MN	114403629	02/20/2024	LIQUOR S/MERCH/FREIGHT	609-49751-333	41.17
BREAKTHRU BEVERAGE MN	114605015	03/06/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-333	14.80
PAUSTIS WINE COMPANY	228727	02/26/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	12.50
PAUSTIS WINE COMPANY	229211	02/26/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	-2.50
JOHNSON BROS.	2487561	02/26/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	20.56
JOHNSON BROS.	2487562	02/26/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	32.48
JOHNSON BROS.	2491978	03/07/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	2.44
JOHNSON BROS.	2491979	03/08/2024	LIQUOR S/WINE/FREIGHT	609-49751-333	14.21
JOHNSON BROS.	2496388	03/08/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	14.21
JOHNSON BROS.	2496389	03/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-333	14.21
PHILLIPS WINE & SPIRITS	6741645	02/26/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	38.57
PHILLIPS WINE & SPIRITS	6744988	03/07/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	46.69
PHILLIPS WINE & SPIRITS	6748444	03/08/2024	LIQUOR S/LIQUOR/FREIGHT	609-49751-333	8.63
PHILLIPS WINE & SPIRITS	6748445	03/08/2024	LIQUOR S/MERCHANDISE/FRE	609-49751-333	4.06
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	609-49751-381	977.54
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	609-49751-382	21.45
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	609-49751-383	408.67
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	609-49751-385	44.10
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Liquor maint structure	609-49751-404	552.59
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Liquor maint grounds	609-49751-406	35.98
US BANK	Feb. 2024 US Bank	03/06/2024	city hive	609-49751-433	49.00
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	609-49751-480	36.97
US BANK	Feb. 2024 US Bank	03/06/2024	Amazon	609-49751-480	35.48
Activity 49751 - Liquor Store Total:					29,911.41
Fund 609 - LIQUOR STORE Total:					180,351.25
Fund 609 - LIQUOR STORE Total:					180,351.25

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 614 - TELECOM					
Fund: 614 - TELECOM					
CITRUS COMMUNICATION, IN	10577	03/05/2024	TELECOM/EQUIPMENT	614-16400	3,217.71
MN 9-1-1 PROGRAM	FEB 2024	03/13/2024	FEB 911 SERVICES	614-20206	884.79
					4,102.50

Activity: 49870 - Telecom

QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	614-49870-200	25.04
CITY LAUNDERING CO.	1980932	02/16/2024	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.91
CITY LAUNDERING CO.	1985427	03/05/2024	TELECOM/CLEANING/SUPPLIE	614-49870-211	21.91
WEX BANK	95606681	03/07/2024	FEBRUARY 2024/FUEL	614-49870-212	147.13
CALIX	3003435	03/05/2024	TELECOM/OPERATING SUPPLI	614-49870-217	10,495.00
HEARTLAND SECURITY SERVIC	783579	03/05/2024	TELECOM/OPERATING SUPPLI	614-49870-217	78.02
SHI INTERNATIONAL CORP	817997204	03/05/2024	TELECOM/OPERATING SUPPLI	614-49870-217	642.00
US BANK	Feb. 2024 US Bank	03/06/2024	PayPal	614-49870-217	55.00
US BANK	Feb. 2024 US Bank	03/06/2024	PayPal	614-49870-217	43.61
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	614-49870-217	112.12
AMAZON CAPITAL SERVICES, I	1QCQ-T4RX-T9K3	03/05/2024	TELECOM/UTILITY SYSTEMS	614-49870-227	137.58
ABDO LLP	484769	03/12/2024	FINANCIAL SUPPORT/AUDITIN	614-49870-301	2,019.22
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	614-49870-321	246.20
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	614-49870-321	144.87
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	614-49870-322	109.80
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	614-49870-381	2,786.80
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	614-49870-382	21.04
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	614-49870-383	182.65
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	614-49870-385	42.84
ENTERPRISE FM TRUST	FBN4981129	03/12/2024	TELECOM/LEASE	614-49870-419	590.41
CENTURY LINK	7242105D-D-24048	03/04/2024	CABS	614-49870-441	44.03
NATIONAL CABLE TV COOP	24020606-01	03/01/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	47,936.46
MLB NETWORK	554222	02/16/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	366.96
DISPLAY SYSTEMS INTERNATI	84734	03/05/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	198.44
ADARA TECHNOLOGIES INC	AP100223CW-57	03/05/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	11,025.00
US BANK	Feb. 2024 US Bank	03/06/2024	PayPal	614-49870-442	266.38
BALLY SPORTS NORTH	V79762	03/12/2024	TELECOM/SUBSCRIBER FEES	614-49870-442	6,627.52
WOODSTOCK COMMUNICATI	10278184	03/12/2024	TELECOM/SWITCH FEES	614-49870-445	205.10
ARVIG ENTERPRISES, INC	342085	03/05/2024	TELECOM/INTNET EXPENSE	614-49870-447	320.00
HURRICANE ELECTRIC LLC	98493931-IN	03/05/2024	TELECOM/INTNET EXPENSE	614-49870-447	4,100.00
US BANK	Feb. 2024 US Bank	03/06/2024	Dream Host Web Hosting	614-49870-447	139.00
GOLDEN WEST TECH & INT SO	240200008	03/05/2024	TELECOM/ON CALL SUPPORT	614-49870-448	51.15
CENTURY LINK	FEB 16 2024	03/05/2024	SERVICE 831-1075 104	614-49870-451	70.80
E-911 - INDEPENDENT EMERG	MAR 2024	03/12/2024	TELECOM/CALL COMPLETION	614-49870-451	40.00

Activity 49870 - Telecom Total: 89,313.99**Fund 614 - TELECOM Total: 93,416.49****Fund 614 - TELECOM Total: 93,416.49****Fund: 615 - ARENA****Fund: 615 - ARENA****Activity: 49850 - Arena**

QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	615-49850-200	25.03
ARAMARK	2560210786	03/06/2024	ARENA/CLEANING/SUPPLIES	615-49850-211	50.65
ARAMARK	2560225161	03/06/2024	ARENA/CLEANING/SUPPLIES	615-49850-211	63.47
ARAMARK	2560229911	03/06/2024	ARENA/CLEANING/SUPPLIES	615-49850-211	63.47
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Arena	615-49850-211	46.93
COUNTRY PRIDE SERVICE	9030049	02/20/2024	ARENA/MOTOR FUELS	615-49850-212	150.00
COUNTRY PRIDE SERVICE	9030428	03/06/2024	ARENA/MOTOR FUELS	615-49850-212	120.00
COUNTRY PRIDE SERVICE	9030655	03/06/2024	ARENA/MOTOR FUELS	615-49850-212	130.00
AMAZON CAPITAL SERVICES, I	19RX-3YWT-CM99	03/06/2024	ARENA/OPERATING SUPPLIES	615-49850-217	245.99
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	615-49850-217	65.40
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Arena operating supplies	615-49850-217	23.98
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Arena operating supplies	615-49850-217	19.98
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	Arena operating supplies	615-49850-217	15.97

Expense Approval Report

Payment Dates: 3/2/2024 - 3/15/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	615-49850-321	114.42
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	615-49850-321	126.66
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	615-49850-326	433.00
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	615-49850-381	5,909.87
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	615-49850-382	281.65
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	615-49850-383	2,681.20
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	615-49850-385	115.28
Activity 49850 - Arena Total:					10,682.95
Fund 615 - ARENA Total:					10,682.95
Fund 615 - ARENA Total:					10,682.95

Fund: 617 - M/P CENTER

Fund: 617 - M/P CENTER

Activity: 49860 - M/P Center

CONNIE LUBBEN	1-24-24	03/06/2024	BAR TIPS EVENT 1-24-24	617-49860-104	106.80
QUADIENT LEASING USA, INC	Q1216915	03/11/2024	LEASE PAYMENTS	617-49860-200	25.04
ARAMARK	2560229897	02/27/2024	WCC/CLEANING/SUPPLIES	617-49860-211	48.10
ARAMARK	2560232238	03/04/2024	WCC/CLEANING/SUPPLIES	617-49860-211	83.29
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	MP cleaning supplies	617-49860-211	28.17
SCHWALBACH HARDWARE	Schwalbach March 24	03/12/2024	MP cleaning supplies	617-49860-211	13.58
INDOFF, INC	3710205	02/27/2024	WCC/OPERATING SUPPLIES	617-49860-217	85.99
A & B BUSINESS	IN1135233	03/06/2024	MAINTENANCE CONTRACT	617-49860-217	65.40
RIVER BEND LIQUOR	02-01-24 - 02-29-24	03/12/2024	WCC/BEER/LIQUOR/ICE	617-49860-251	205.70
RIVER BEND LIQUOR	02-01-24 - 02-29-24	03/12/2024	WCC/BEER/LIQUOR/ICE	617-49860-252	259.33
US BANK	Feb. 2024 US Bank	03/06/2024	Hy-Vee	617-49860-254	110.20
US BANK	Feb. 2024 US Bank	03/06/2024	HyVee	617-49860-254	35.25
US BANK	Feb. 2024 US Bank	03/06/2024	HyVee	617-49860-254	41.42
US BANK	Feb. 2024 US Bank	03/06/2024	Hy-Vee	617-49860-254	106.08
RIVER BEND LIQUOR	02-01-24 - 02-29-24	03/12/2024	WCC/BEER/LIQUOR/ICE	617-49860-261	15.08
US BANK	Feb. 2024 US Bank	03/06/2024	spirit halloween	617-49860-261	66.29
US BANK	Feb. 2024 US Bank	03/06/2024	spirit halloween	617-49860-261	68.33
US BANK	Feb. 2024 US Bank	03/06/2024	Sams club	617-49860-261	293.06
VERIZON WIRELESS	9957469349	03/04/2024	TELEPHONE	617-49860-321	41.24
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	617-49860-321	61.87
USPS-POC	02-29-24 8100511	03/05/2024	POSTAGE MACHINE	617-49860-322	2.29
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	617-49860-326	403.33
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	617-49860-381	1,062.80
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	617-49860-382	51.11
MN ENERGY RESOURCES	4923336202	03/07/2024	GAS	617-49860-383	1,144.32
ELECTRIC FUND	march.24 city utilities	03/07/2024	MONTHLY UTILITY	617-49860-385	122.65
TOWN 'N COUNTRY	11966	03/12/2024	WCC/MAINTENANCE - OFFICE	617-49860-404	150.00
Activity 49860 - M/P Center Total:					4,696.72
Fund 617 - M/P CENTER Total:					4,696.72
Fund 617 - M/P CENTER Total:					4,696.72

Fund: 700 - PAYROLL

Fund: 700 - PAYROLL

Internal Revenue Service-Payr	INV0002407	03/08/2024	Federal Tax Withholding	700-21701	12,018.47
MN Department of Revenue -	01-26-2024	01/26/2024	PAYROLL WITHHOLDING STAT	700-21702	-2.86
MN Department of Revenue -	INV0002408	03/08/2024	State Withholding	700-21702	5,824.72
Internal Revenue Service-Payr	INV0002407	03/08/2024	Social Security	700-21703	13,797.28
MN Pera	INV0002405	03/08/2024	PERA	700-21704	16,128.90
MN Pera	INV0002405	03/08/2024	PERA	700-21704	658.54
MN Pera	INV0002405	03/08/2024	PERA	700-21704	10,252.71
MN State Deferred	INV0002406	03/08/2024	Deferred Roth	700-21705	637.00
MN State Deferred	INV0002406	03/08/2024	Deferred Compensation	700-21705	5,715.00
NECA IBEW FAMILY MEDICAL	MARCH 2024	03/05/2024	HEALTH INSURANCE	700-21706	44,856.00
Internal Revenue Service-Payr	INV0002407	03/08/2024	Medicare Withholding	700-21711	4,189.42

Expense Approval Report**Payment Dates: 3/2/2024 - 3/15/2024**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WEX Health Inc	INV0002404	03/08/2024	HSA Employee Contribution	700-21723	446.32
					<u>114,521.50</u>
				Fund 700 - PAYROLL Total:	<u>114,521.50</u>
				Fund 700 - PAYROLL Total:	<u>114,521.50</u>
				Grand Total:	<u>6,331,310.67</u>

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	5,503,792.43
211 - LIBRARY	3,710.42
225 - AIRPORT	1,345.82
230 - POOL	226.54
235 - AMBULANCE	8,350.22
250 - EDA GENERAL	341.31
254 - NORTH IND PARK	154.11
255 - EDA GENERAL RLF	10,000.00
401 - GENERAL CAPITAL PROJECTS	45,571.15
601 - WATER	19,699.22
602 - SEWER	21,328.72
604 - ELECTRIC	313,121.82
609 - LIQUOR STORE	180,351.25
614 - TELECOM	93,416.49
615 - ARENA	10,682.95
617 - M/P CENTER	4,696.72
700 - PAYROLL	114,521.50
Grand Total:	6,331,310.67

Account Summary

Account Number	Account Name	Payment Amount
100-12900	Loans Receivable	5,470,237.51
100-36200	Other Income	-490.21
100-41110-326	Data Processing	44.31
100-41310-200	Office Supplies	634.31
100-41310-217	Other Operating Supplie	112.15
100-41310-301	Auditing & Consulting Se	3,096.12
100-41310-308	Training & Registrations	519.00
100-41310-321	Telephone	63.89
100-41310-322	Postage	523.83
100-41310-326	Data Processing	283.09
100-41410-480	Other Miscellaneous	25.49
100-41910-200	Office Supplies	25.03
100-41910-321	Telephone	95.41
100-41910-322	Postage	5.01
100-41940-381	Electric Utility	467.29
100-41940-382	Water Utility	91.92
100-41940-383	Gas Utility	785.80
100-41940-385	Sewer Utility	189.32
100-41940-406	Repairs & Maint - Groun	662.00
100-42120-200	Office Supplies	25.03
100-42120-212	Motor Fuels	1,917.47
100-42120-308	Training & Registrations	720.00
100-42120-321	Telephone	28.19
100-42120-404	Repairs & Maint - M&E	8,034.53
100-42120-405	Repairs & Maint - Vehicl	75.00
100-42120-412	Rentals - Building	2,050.00
100-42120-419	Vehicle Lease	1,899.10
100-42120-480	Other Miscellaneous	54.09
100-42220-211	Cleaning Supplies	69.59
100-42220-212	Motor Fuels	167.05
100-42220-215	Materials & Equipment	43.11
100-42220-217	Other Operating Supplie	65.40
100-42220-218	Uniforms	168.68
100-42220-308	Training & Registrations	345.00
100-42220-321	Telephone	42.68
100-42220-323	Radio Units	63.77

Account Summary

Account Number	Account Name	Payment Amount
100-42220-334	Meals/Lodging	417.72
100-42220-381	Electric Utility	353.03
100-42220-382	Water Utility	15.35
100-42220-383	Gas Utility	808.03
100-42220-385	Sewer Utility	37.31
100-42220-405	Repairs & Maint - Vehicl	1,758.98
100-42220-406	Repairs & Maint - Groun	99.98
100-42220-433	Dues & Subscriptions	280.00
100-42500-381	Electric Utility	33.44
100-42700-300	Charges for Services	174.50
100-43100-200	Office Supplies	25.03
100-43100-212	Motor Fuels	691.97
100-43100-217	Other Operating Supplie	160.40
100-43100-241	Small Tools	160.99
100-43100-321	Telephone	62.62
100-43100-381	Electric Utility	2,121.43
100-43100-382	Water Utility	20.60
100-43100-383	Gas Utility	960.46
100-43100-385	Sewer Utility	45.68
100-43100-404	Repairs & Maint - M&E	248.83
100-45120-200	Office Supplies	25.03
100-45120-217	Other Operating Supplie	14.02
100-45202-200	Office Supplies	25.03
100-45202-212	Motor Fuels	230.89
100-45202-241	Small Tools	33.98
100-45202-326	Data Processing	266.67
100-45202-381	Electric Utility	470.92
100-45202-402	Repairs & Maint - Struct	1,039.58
211-45501-200	Office Supplies	95.95
211-45501-217	Other Operating Supplie	65.40
211-45501-321	Telephone	167.58
211-45501-326	Data Processing	70.00
211-45501-381	Electric Utility	175.57
211-45501-382	Water Utility	19.95
211-45501-383	Gas Utility	606.73
211-45501-385	Sewer Utility	43.53
211-45501-402	Repairs & Maint - Struct	648.38
211-45501-433	Dues & Subscriptions	647.44
211-45501-435	Books and Pamphlets	1,169.89
225-45127-200	Office Supplies	31.50
225-45127-212	Motor Fuels	28.62
225-45127-381	Electric Utility	1,040.49
225-45127-404	Repairs & Maint - M&E	60.28
225-45127-409	Repairs & Maint - Utilitie	184.93
230-45124-216	Chemicals and Chemical	40.00
230-45124-217	Other Operating Supplie	147.35
230-45124-322	Postage	0.74
230-45124-381	Electric Utility	35.91
230-45124-383	Gas Utility	2.54
235-42153-200	Office Supplies	25.04
235-42153-212	Motor Fuels	2,367.49
235-42153-217	Other Operating Supplie	625.74
235-42153-218	Uniforms	108.00
235-42153-304	Legal Fees	269.23
235-42153-308	Training & Registrations	25.00
235-42153-312	Nursing	2,655.36
235-42153-321	Telephone	335.78
235-42153-334	Meals/Lodging	239.31

Account Summary

Account Number	Account Name	Payment Amount
235-42153-381	Electric Utility	235.36
235-42153-382	Water Utility	10.23
235-42153-383	Gas Utility	538.69
235-42153-385	Sewer Utility	24.87
235-42153-435	Books and Pamphlets	890.12
250-46520-200	Office Supplies	46.39
250-46520-321	Telephone	95.41
250-46520-322	Postage	2.68
250-46520-334	Meals/Lodging	114.37
250-46520-381	Electric Utility	82.46
254-46520-381	Electric Utility	154.11
255-12900	Loans Receivable	5,000.00
255-46520-491	Payments to Other Orga	5,000.00
401-49950-500	Capital Outlay - Office	2,223.00
401-49950-504	Capital Outlay - Parks	43,348.15
601-49400-200	Office Supplies	25.04
601-49400-212	Motor Fuels	326.96
601-49400-216	Chemicals and Chemical	4,327.78
601-49400-217	Other Operating Supplie	102.70
601-49400-301	Auditing & Consulting Se	2,019.22
601-49400-310	Lab Testing	236.26
601-49400-321	Telephone	142.35
601-49400-322	Postage	109.80
601-49400-326	Data Processing	70.00
601-49400-331	Travel Expense	5.25
601-49400-381	Electric Utility	4,554.64
601-49400-382	Water Utility	19.26
601-49400-383	Gas Utility	660.92
601-49400-385	Sewer Utility	41.26
601-49400-386	Landfill	4,201.00
601-49400-405	Repairs & Maint - Vehicl	52.58
601-49400-408	Repairs & Maint - Distrib	1,176.99
601-49400-444	License Fees	1,627.21
602-49450-200	Office Supplies	25.03
602-49450-216	Chemicals and Chemical	10.00
602-49450-217	Other Operating Supplie	65.40
602-49450-301	Auditing & Consulting Se	2,019.22
602-49450-308	Training & Registrations	168.33
602-49450-321	Telephone	297.26
602-49450-322	Postage	109.80
602-49450-326	Data Processing	70.00
602-49450-381	Electric Utility	9,364.46
602-49450-382	Water Utility	210.33
602-49450-383	Gas Utility	3,183.90
602-49450-404	Repairs & Maint - M&E	5,804.99
604-14200	Inventory	1,085.51
604-16200	Buildings	25,941.94
604-16480	CIP-Const in Progress	161,914.29
604-49550-200	Office Supplies	111.00
604-49550-211	Cleaning Supplies	87.91
604-49550-212	Motor Fuels	361.35
604-49550-217	Other Operating Supplie	65.40
604-49550-218	Uniforms	220.00
604-49550-241	Small Tools	213.92
604-49550-301	Auditing & Consulting Se	2,019.22
604-49550-321	Telephone	131.36
604-49550-322	Postage	109.80
604-49550-325	Dispatching	90.77

Account Summary

Account Number	Account Name	Payment Amount
604-49550-326	Data Processing	90.00
604-49550-333	Freight and Express	36.77
604-49550-362	Insurance - Property	113,812.00
604-49550-381	Electric Utility	181.26
604-49550-382	Water Utility	21.51
604-49550-383	Gas Utility	656.02
604-49550-385	Sewer Utility	44.29
604-49550-402	Repairs & Maint - Struct	628.85
604-49550-405	Repairs & Maint - Vehicl	97.11
604-49550-408	Repairs & Maint - Distrib	4,722.24
604-49550-409	Repairs & Maint - Utilitie	107.82
604-49550-410	Repairs & Maint - Gener	21.48
604-49550-450	Conservation	350.00
609-16200	Buildings	150,439.84
609-49751-200	Office Supplies	242.88
609-49751-211	Cleaning Supplies	85.06
609-49751-217	Other Operating Supplie	135.95
609-49751-251	Liquor	12,720.62
609-49751-252	Beer	7,152.11
609-49751-253	Wine	3,468.63
609-49751-254	Soft Drinks & Mix	821.09
609-49751-259	Non- Alcoholic	44.70
609-49751-301	Auditing & Consulting Se	2,019.22
609-49751-321	Telephone	226.61
609-49751-322	Postage	0.76
609-49751-326	Data Processing	537.97
609-49751-333	Freight and Express	294.03
609-49751-381	Electric Utility	977.54
609-49751-382	Water Utility	21.45
609-49751-383	Gas Utility	408.67
609-49751-385	Sewer Utility	44.10
609-49751-404	Repairs & Maint - M&E	552.59
609-49751-406	Repairs & Maint - Groun	35.98
609-49751-433	Dues & Subscriptions	49.00
609-49751-480	Other Miscellaneous	72.45
614-16400	Machinery & Equipment	3,217.71
614-20206	911 TAP & TACIP Fees Cl	884.79
614-49870-200	Office Supplies	25.04
614-49870-211	Cleaning Supplies	43.82
614-49870-212	Motor Fuels	147.13
614-49870-217	Other Operating Supplie	11,425.75
614-49870-227	Utility System Maint Sup	137.58
614-49870-301	Auditing & Consulting Se	2,019.22
614-49870-321	Telephone	391.07
614-49870-322	Postage	109.80
614-49870-381	Electric Utility	2,786.80
614-49870-382	Water Utility	21.04
614-49870-383	Gas Utility	182.65
614-49870-385	Sewer Utility	42.84
614-49870-419	Vehicle Lease	590.41
614-49870-441	Transmission Fees	44.03
614-49870-442	Subscriber Fees	66,420.76
614-49870-445	Switch Fees	205.10
614-49870-447	Internet Expense	4,559.00
614-49870-448	On-Call Support	51.15
614-49870-451	Call Completion	110.80
615-49850-200	Office Supplies	25.03
615-49850-211	Cleaning Supplies	224.52

Account Summary

Account Number	Account Name	Payment Amount
615-49850-212	Motor Fuels	400.00
615-49850-217	Other Operating Supplie	371.32
615-49850-321	Telephone	241.08
615-49850-326	Data Processing	433.00
615-49850-381	Electric Utility	5,909.87
615-49850-382	Water Utility	281.65
615-49850-383	Gas Utility	2,681.20
615-49850-385	Sewer Utility	115.28
617-49860-104	TIPS FROM SALES	106.80
617-49860-200	Office Supplies	25.04
617-49860-211	Cleaning Supplies	173.14
617-49860-217	Other Operating Supplie	151.39
617-49860-251	Liquor	205.70
617-49860-252	Beer	259.33
617-49860-254	Soft Drinks & Mix	292.95
617-49860-261	Other Merchandise	442.76
617-49860-321	Telephone	103.11
617-49860-322	Postage	2.29
617-49860-326	Data Processing	403.33
617-49860-381	Electric Utility	1,062.80
617-49860-382	Water Utility	51.11
617-49860-383	Gas Utility	1,144.32
617-49860-385	Sewer Utility	122.65
617-49860-404	Repairs & Maint - M&E	150.00
700-21701	Federal Withholding	12,018.47
700-21702	State Withholding	5,821.86
700-21703	FICA Tax Withholding	13,797.28
700-21704	PERA Contributions	27,040.15
700-21705	Retirement	6,352.00
700-21706	Medical Insurance	44,856.00
700-21711	Medicare Tax Withholdi	4,189.42
700-21723	HSA Employee Contribu	446.32
	Grand Total:	6,331,310.67

Project Account Summary

Project Account Key	Payment Amount
None	6,331,310.67
Grand Total:	6,331,310.67

dt 3/15/24



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Windom Lions Club		Nov 14, 2024		E41-6175799	
Organization Address (No PO Boxes)		City	State	Zip Code	
1015 5th Ave		Windom	Minnesota	56101	
Name of person making application		Business phone		Home phone	
Stephanie Evers				507-822-3001	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
4/27/24 <i>SE</i>		☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name		City	State	Zip Code	
Eric Haken, President		Windom	Minnesota	56101	
Organization officer's name		City	State	Zip Code	
Kim Haken, Secretary		Windom	Minnesota	56101	
Organization officer's name		City	State	Zip Code	
Stephanie Evers, Treasurer		Windom	Minnesota	56101	

Location where permit will be used. If an outdoor area, describe.
City of Windom Arena, 8th Avenue, Windom, MN 56101

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
n/a

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
West Bend Mutual \$2,000,000 general aggregate and \$1,000,000 personal & advertising injury liability limit and \$100,000 damage to premises rented.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US

RESOLUTION #2024-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay:
 Absent:

AUTHORIZATION TO ACCEPT A DONATION FROM WINDOM UNITED SERVICE FOR THE WINDOM FIRE DEPARTMENT

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, Windom United Service supports communities and promotes local philanthropy in Southwest Minnesota; and

WHEREAS, the City of Windom has received a donation from Windom United Service in the amount of \$25.00 to be used as deemed appropriate by the Windom Fire Department.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation in the amount of \$25.00 offered by Windom United Service to be used by the Windom Fire Department.

Adopted by the Council this 19th day of March, 2024.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator

RESOLUTION #2024-

INTRODUCED:

SECONDED:

VOTED: **Aye:**
 Nay:
 Absent:

AUTHORIZATION TO ACCEPT A DONATION IN MEMORY OF KEITH MATHISTAD TO THE WINDOM LIBRARY

WHEREAS, Minnesota State Statute §465.03 requires that any city accepting a grant or gift of real or personal property shall accept such by resolution of the governing body expressing the terms prescribed by the donor; and

WHEREAS, the City of Windom has received a donation of \$50.00 in memory of Keith Mathistad for the Windom Library; and

WHEREAS, the donor requests that the donation be used towards the purchase of large print books for the Library.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINDOM, MINNESOTA, that the City Council accepts the donation of \$50.00 offered in memory of Keith Mathistad to be used toward the purchase of large print books for the Library.

Adopted by the Council this 19^h day of March, 2024.

Dominic Jones, Mayor

Attest: _____
Steven Nasby, City Administrator



Building a Better World
for All of Us®

February 19, 2024

RE: City of Windom, Minnesota
Perkins Creek Flood Model & Map
Updates Extra Services Request
SEH No. WINDM 170813 14.00

Mr. Steve Nasby
City Administrator
City of Windom
444 9th Street, PO Box 38
Windom, MN 56101

Dear Mr. Nasby:

Short Elliott Hendrickson Inc. submits this request for additional services completed beyond the scope of our original agreement dated, November 28, 2022, the basis for this request is described below.

ADDITIONAL COORDINATION WITH MNDNR

Our original scope of work included coordination with the Minnesota Department of Natural Resources (MnDNR) to ensure the modeling and mapping related to the update of Perkins Creek was conducted in accordance with their standards. It was assumed that the MnDNR would compile all MT-2 forms for the LOMR submittal to FEMA. The scope of work also included up to 12 hours to support the DNR during FEMA's review. We have completed and expended the original scope of work and project budget; the items below outline our areas of additional services completed.

4th Street Crossing – Additional Modeling Efforts

Following a review and discussion with the MnDNR, it was found that the replacement of the 4th Street crossing in 2009 may lead to significant changes in the calculated 100-year water surface, potentially affecting the inclusion of Perkins Creek in MnDNR's improved data Letter of Map Revision (LOMR). Subsequent background research, modeling, and analysis were undertaken to ascertain that the hydraulic characteristics of the new crossing did not alter the calculated 100-year water surface profile. This was crucial to determine whether Perkins Creek could be incorporated into MnDNR's improved data LOMR without necessitating a separate LOMR solely for the replacement of the 4th Street crossing. The additional effort required for this task amounted to 26 hours for a Professional engineer and 14 hours for a Project Manager.

Completion of MT-2 Forms for Perkins Creek

Initially, our scope of work presumed that the MnDNR would prepare all MT-2 forms for the Perkins Creek segment of the LOMR. However, the DNR requested our assistance in completing the MT-2 forms for the Perkins Creek portion of the LOMR submission. The additional effort required for this task amounts to 6 hours for a Professional Engineer and 1 hour for a Project Manager.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Mr. Steve Nasby
February 19, 2024
Page 2

REQUESTED ADDITIONAL FEES

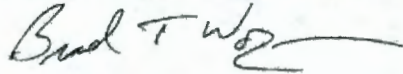
An additional fee of \$5,000.00 is requested, based on the cost breakdown as outlined below.

<u>Item</u>	<u>Fee</u>
4 th Street Crossing – Additional Modeling Efforts	\$ 3,500.00
Completion of MT-2 forms	\$ 1,500.00
Total Additional Fees Request	\$ 5,000.00

Please feel free to contact me with any questions or if you would like to discuss further.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Brad Woznak, PE,PH,CFM
Senior Engineer
(Lic. MN,WI,IA,NE,CO,SD,IN)

btw

c: Andrew Spielman – City of Windom

x:\uz\wwindom\170813\1-gen\10-setup-conf\03-proposal\additional services request_02192024_btw.docx

Accepted this ____ day of _____, 2024

CITY OF WINDOM, MINNESOTA

By: _____
Name

Title: _____

Steve Nasby

From: Nick Klisch <Nick.Klisch@co.cottonwood.mn.us>
Sent: Thursday, March 7, 2024 8:34 AM
To: Steve Nasby
Cc: Andrew Spielman; Kyle Pillatzki; Norm Holmen
Subject: RE: Perkins Creek Floodplain Work
Attachments: 2024-01-26 COTTO 165601 - Change of Scope Authorization #2.pdf

Thanks for the information Steve. To my knowledge the county obtained the necessary permits through the DNR when this bridge was constructed. The hydraulic analysis that are typically done for a bridge or other highway drainage structure are not meant to be used for floodplain modeling, but rather to ensure proper size and elevation of the drainage structure.

Either way, if there should have been additional engineering performed when the bridge was constructed that would have been a City cost at that time as the structure is owned by the City making it their responsibility. When Cottonwood County does bridges for townships, the townships reimburse the engineering fees.

Cottonwood County is unable to cost share in SEH's \$5,000 fee.

The City should appreciate the \$5,000 fee as Cottonwood County will be required to do a full LOMR when we replace the CSAH 15 bridge near the golf course at a cost of \$50,000. The County will not ask the City to share in this \$50,000 expense as the CSAH 15 bridge is owned by the county.

Nick Klisch, P.E.

Cottonwood County Engineer/Public Works Director
1355 9th Ave
Windom, MN 56101
Direct: 507-832-8811
Nick.klisch@co.cottonwood.mn.us

From: Steve Nasby <Steve.Nasby@windommn.com>
Sent: Wednesday, March 6, 2024 4:57 PM
To: Nick Klisch <Nick.Klisch@co.cottonwood.mn.us>
Cc: Andrew Spielman <Andrew.Spielman@windommn.com>
Subject: Perkins Creek Floodplain Work

External message alert: This message originated from outside the Cottonwood County email system. Use caution when clicking hyperlinks, downloading pictures or opening attachments.

Good Afternoon Nick –

As you may know, the City undertook some work to model the Perkins Creek floodplain to be used in conjunction with the DNRs work on the Des Moines River project. During the review of the City's data the DNR discovered that when the 2009 Street Project was done the applicable permits were not completed for the bridge replacement on Perkins Creek. For

that Street Project (4th Avenue) the City designed and built the street and Cottonwood County did the bridge design and funded the bridge replacement. Both of us let bids for our parts of the project and two different contractors were used.

My best guess is that the City's engineer (Dennis Johnson) thought the County was doing the floodplain permits as the County was designing, funding and awarding the bridge bid and Ron Gregg (Cottonwood Co Engineer) probably thought the City's engineer was doing it since the Street project was initiated by the City. Either way, the permits were not obtained and the flood plain documentation was not completed.

As this is well past, and there was no big impact due to the bridge, the DNR has agreed not to request a full LOMR but they wanted additional floodplain data and MT-2 forms completed. In the City's Perkins Creek study SEH, Inc. did do this work so the rest of the floodplain study could move forward. The additional cost is documented in their letter.

Last night we brought this item to the Windom City Council and asked for the \$5,000 to compensate SEH, Inc. The Council requested that I reach out to the County (lucky you) and ask that the County cover half of the \$5000 as this was a joint project and responsibility should be shared for the situation.

Please take a look at the attached letter and either Andy Spielman or Brad with SEH, Inc. could answer other questions if you have them.

Thank you
Steve

Steve Nasby
City Administrator
City of Windom
444 9th Street, PO Box 38
Windom, MN 56101
507-831-6129
www.windom-mn.com



Building a Better World
for All of Us®

Change of Scope Authorization #2

Date: January 26, 2024

To: Nick Klisch, PE
Cottonwood County Highway Department
1355 9th Ave
Windom, MN 56101

Original Contract:	\$47,580
Net Prior Authorized Changes:	\$10,000
<u>Change this Authorization:</u>	<u>\$42,000</u>
Revised Contract:	\$99,580

Project Name: CSAH 15 Bridge 17501 Replacement

SEH Project No: COTTO 165601

This document briefly outlines the scope of work and fee estimate for the proposed project changes you have requested. Prior to proceeding with any work on this item, we require your signature for this Change of Scope Authorization.

Short Elliott Hendrickson (SEH) is completing final bridge plans for the replacement of existing Bridge No. 17501 on CSAH 15 over the Des Moines River for the Cottonwood County Highway Department (the County). After a detailed review of hydraulics and coordination with the Minnesota Department of Natural Resources (MnDNR), we understand that a Letter of Map Revision (LOMR) will be required for this bridge replacement project located in a detailed flood study area (Zone AE). A portion of the east bank of the Des Moines River is within the city limits of Windom. We understand that that City of Windom is the local floodplain administrator for this portion of the detailed flood study area and will be involved in the review process for the LOMR.

Scope of Work:

Task 6.0 - LOMR Hydraulic Modeling

The current bridge plan provides a slightly larger waterway opening at the bridge to improve hydraulic performance, leading to decreases in the upstream design water surface elevations. SEH has previously coordinated with the MnDNR to update our bridge design model to incorporate updated design flow rates based on recent updates to the model downstream.

SEH Staff will obtain and execute the effective hydraulic model and create a new 1-dimensional HEC-RAS model for the hydraulic analysis to estimate the water surface profiles and expected limits of flooding and effective flow through the study reach. We will incorporate the previously developed modelling of the bridge site and extend as needed. The model will be developed using the GeoHEC-RAS software, which reduces the model build time significantly from the traditional HEC-RAS program.

SEH anticipates a revision reach of approximately 7,800 feet extending from the tie-in with the FEMA Zone A floodplain approximately 7,000 feet upstream of the CSAH 15 crossing to FEMA lettered cross-section AI, approximately 800 feet downstream. No remapping of tributaries along this section of the Des Moines River are anticipated to be required.

The modeling and mapping will be prepared in accordance with Minnesota DNR and FEMA requirements. Model cross-sections will be developed using the available LIDAR information and supplemented with the data collected as part of the bridge design project (no additional survey is included in this scope). SEH will also map the regulatory floodway through the study area based on an equal conveyance encroachment analysis as specified by the DNR and will work with County staff and the City of Windom Floodplain Administrator to review and refine the regulatory floodway boundaries through the project reach as desired and allowable.

Task 6.1 - Summary Report and Minnesota DNR Submittal

Following the completion of the hydraulic modeling, SEH will prepare floodplain maps in GIS and review the proposed modeling results and floodplain mapping with County Staff. A final summary report discussing the modeling and remapping efforts will be prepared to accompany the FEMA LOMR Submittal forms and document the study efforts. The report will include the typical DNR and FEMA submittal requirements for a letter of map revision.

SEH will provide the topographic work maps, annotated FIRMs, and all relevant shapefiles for Minnesota DNR and FEMA review. Copies of the mapping and study reports will also be provided to the city and county for review and ultimately signing of the Community Overview and Concurrence form as required for FEMA submittal.

Once the report has been drafted and submitted to the City and County, SEH will schedule a meeting to review the documents and discuss next steps. Final comments on the modeling and reporting will be incorporated into the final report following this meeting and the final report will be prepared to accompany the LOMR submittal.

Once City and County Overview and Concurrence documentation has been obtained, a copy of the model files, report, and mapping will be sent to the DNR for technical review and concurrence prior to FEMA submission. SEH assumes that two (2) rounds of comments will be submitted to the DNR before final approval is granted.

Task 6.2 - LOMR Submittal & Address FEMA Comments

After DNR approval of the study, a Letter of Map Revision will be submitted. This task covers the FEMA LOMR submittal files, prepared by SEH staff and including the MT-2 forms for the LOMR and assisting the City and County with drafting and publishing the required public notifications. In addition, this task includes compilation of the Technical Support Data Notebook, LOMR Summary Report, and floodplain/floodway mapping figures required along with the formal submittal to FEMA and payment of any FEMA review fees. A FEMA review fee of \$8,000 is included in our budget. Eight-thousand dollars is the current FEMA review fee associated with an online LOMR based on Bridge, Culvert, Channel, Hydrology, or combination Thereof.

This task also includes estimated time for addressing up to two (2) rounds of comments and a meeting with the FEMA assigned reviewers. FEMA review can take up to a year or longer to complete, the revision will become effective six months from the letter of final determination from FEMA. The LOMR will be completed subsequent to completion of bridge construction and as-built documentation.

Schedule:

We propose the following schedule for key project activities with the goal to complete the study and have documents ready to submit to the Minnesota DNR within approximately six (6) months after County issues a notice to proceed. The LOMR cannot be submitted to FEMA until construction has been completed, so we plan to prepare the documentation, but review and coordination will be delayed until after bridge construction is complete and as-built plans are available. Given our recent experience with lengthy LOMR review times on similar projects, we estimate receiving the letter of final determination from FEMA twelve (12) to eighteen (18) months after LOMR submittal. The proposed schedule is based on receipt of authorized notice to proceed no later than March 1, 2024.

Key Milestones Estimated Schedule

Project Authorization.....	3/1/2024
Kickoff and Obtain Models from Minnesota DNR	3/15//2024
County Concurrence Review Submittal	10/2024
Ready for Minnesota DNR Submittal.....	11/2024
FEMA LOMR Submittal.....	Upon Completion of Bridge Construction
FEMA Approval and LOFD Issued.....	12-18 months after Submittal

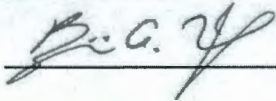
Compensation:

The estimated fee for the additional services, including expenses and equipment, will be based on our original hourly agreement. The payment method, basis, frequency and other special conditions are set forth in the original agreement. Estimated fees including all expense and equipment are as follows:

Task 6.0	\$9,750
Task 6.1	\$11,500
Task 6.2	\$12,750
Subtotal = \$34,000	
FEMA LOMR Fee = \$8,000	
Total = \$42,000	

Short Elliot Hendrickson, Inc.

Approved by: _____



Date: 1-26-24

CLIENT AUTHORIZATION

The above work items and price are satisfactory and SEH is hereby authorized to proceed:

Signature/Title: _____

Date: _____

Company Name: _____

This Change of Scope Authorization, the original Agreement for Professional Services dated January 21, 2022 and the previously attached General Conditions of the Agreement for Professional Services (Rev. 07.14.16) shall constitute the project agreement for this work.

ACTION ITEM



CITY OF WINDOM

444 9th Street

Windom, MN 56101

Phone: 507-831-6129

Fax: 507-831-6127

www.windom-mn.com

TO: City Council
FROM: Building & Zoning Office
DATE: March 19, 2024 (City Council Meeting Date)
RE: Rental Housing Ordinance – Proposed Revisions
DEPT: Building & Zoning
CONTACT: Andrew Spielman, Building & Zoning Official, at 832-8660 or andrew.spielman@windommn.com

Recommendations/Options/Action Requested

Approve, by motion, the first reading of Ordinance No. 198, 2nd Series containing proposed Code revisions for subsections in the Rental Housing Ordinance.

Issue Summary/Background

The Rental Housing Ordinance (City Code Sections 150.50 through 150.99) was adopted in 2017 and implementation began in 2018.

Since the adoption of the Rental Housing Ordinance, a few revisions have been approved by the City Council. During preparation for the transition to a new Building Official, it has come to the attention of Staff that there are additional revisions that should be made in this Ordinance.

City Code Section 150.52 – Definition of Rental Unit or Rental Housing Unit: The meaning of “institutional occupancies” in this definition was not clear. This proposed revision is for the purpose of clarifying that meaning.

City Code Subsection 150.56(I)(1): This exemption was meant to cover facilities that are inspected by HUD such as Riverview Apartments, etc. In the process of conducting inspections in these and similar properties, it became apparent that HUD does not inspect these units for many of the items that are required per our Code. Also, HUD only inspects a sampling of the units and not all of the units. For these reasons, Staff is recommending deleting this Subsection.

City Code Subsection 150.56(I)(4): When the Rental Housing Ordinance was first adopted, this exemption was included. HOWEVER, through six years of inspections, it has become apparent that very few of the rental units are in a condition to “PASS” the inspection at the time that Building Official arrived at the property for the inspection. There are usually items that need to be corrected. For this reason, Staff is recommending that this Subsection be deleted.

City Code Subsection 150.57(D): Section 150.57 covers License and Inspection Fees. This Subsection covers fees for the exemption listed in Subsection 150.56(I)(4) which is proposed for deletion. This Subsection should also be deleted.

This proposed ordinance has been approved by the City Attorney.

Fiscal Impact

There is no fiscal impact for the City if the City Council approves the first reading of Ordinance No. 198, 2nd Series.

Attachments

1. Ordinance No. 198, 2nd Series.

AWS:mah

ORDINANCE NO. 198, 2ND SERIES

AN ORDINANCE OF THE CITY OF WINDOM, MINNESOTA, ADDING NEW LANGUAGE AND DELETING CERTAIN EXISTING CITY CODE SUBSECTIONS

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, ORDAINS:

WHEREAS, the Rental Housing Ordinance was adopted in 2017. Following implementation of the Ordinance, City Staff recommends that language be added to clarify a definition and that certain relicensing provisions be deleted.

NOW, THEREFORE, THE CITY OF WINDOM, MINNESOTA, HEREBY AMENDS THE CITY CODE OF THE CITY OF WINDOM BY ADOPTING REVISIONS TO THE FOLLOWING CODE SECTIONS:

City Code Sections 150.50 through 150.99 set forth the City's Rental Housing ordinance.

1. **City Code Section 150.52** is amended by adding the following clarification to the definition of "*Rental Unit or Rental Housing Unit*":

RENTAL UNIT or RENTAL HOUSING UNIT. Any dwelling unit rented or offered for rent by any person or entity to any other person or persons for use for residential purposes. ***RENTAL UNIT*** does not include rooms or units in rest homes, convalescent homes, nursing homes, hotels, motels, dormitories or facilities licensed by the State of Minnesota as institutional occupancies, **such as jails, penitentiaries, reformatories, or detention facilities.**

2. **City Code Section 150.56**, entitled "**Inspections**", is amended by deleting Subsection 150.56(I)(1) and Subsection 150.56(I)(4) in their entirety as set forth below.

§ 150.56 INSPECTIONS.

(I) *Exemptions from rental inspections.*

~~(1) Properties that are under state or federal inspections are exempt from the provisions of this subchapter and from rental inspections by the City.~~

.....

~~(4) A property owner may be entitled to an exemption from rental inspections on a specific property for alternate renewal rental license periods if all of the following criteria are met:~~

~~(a) The specific property received passing inspections for the initial license period and the consecutive first license renewal period.~~

~~(b) The City has not received any complaints which have led to required work orders or repairs on the specific property.~~

~~(c) The property owner must file for the exemption at the time of the license renewal application for the specific property.~~

~~(d) Exemptions are for properties only and will not be issued for individual rental units.~~

3. **City Code Section 150.57**, entitled “**License and Inspection Fees**”, is amended by deleting Subsection 150.57(D) in its entirety as set forth below.

§ 150.57 LICENSE AND INSPECTION FEES.

.....

~~(D) Properties exempt from renewal inspections for alternating renewal license periods, as provided herein, will be charged a minimum renewal fee for each license period exempt from a rental inspection.~~

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS that all other existing provisions set forth in City Code Sections 150.50 through 150.99 shall remain in full force and effect.

THE CITY COUNCIL OF THE CITY OF WINDOM, MINNESOTA, FURTHER ORDAINS:

This ordinance, or an approved Title and Summary of this ordinance, shall be published in the COTTONWOOD COUNTY CITIZEN and this ordinance shall be effective immediately upon publication.

ADOPTED AND PASSED by the City Council of the City of Windom, Minnesota, this 2nd day of April, 2024.

Dominic Jones, Mayor

ATTEST:

Steven Nasby, City Administrator

1st Reading: March 19, 2024
2nd Reading: April 2, 2024
Adoption: April 2, 2024
Published: April 10, 2024

ACTION ITEM



CITY OF WINDOM
444 9th Street
Windom, MN 56101
Phone: 507-831-6129
Fax: 507-831-6127
www.windom-mn.com

TO: City Council
FROM: John Nelson, Manager, River Bend Liquor
DATE: March 15, 2024
RE: Liquor Store Full-Time Union Stock Room Position Hiring
DEPT: Liquor Store
CONTACT: John Nelson John.Nelson@windommn.com

Recommendations/Options/Action Requested

I recommend that the City Council approve the hiring/transfer of Kathryn "Kathy" Morpew as a full-time union Liquor Store Clerk and Stock Room Person effective April 1, 2024. Recommended starting wage is Step 4 of the union wage schedule for job classification Liquor Clerk I, with a 6 month probationary period. Upon successful completion of the probationary period, a step increase will be awarded.

Issue Summary/Background

On March 5, 2024, I met with the personnel committee to discuss the possibility of moving our current part-time union Liquor Store Clerk & Stock Room Person to a full-time position. Personnel approved the change in position by a vote of 2-0. On March 7, 2024, an internal job posting was posted for 5 workdays per the union contract. There was one transfer request put in by Kathy Morpew who currently is in the part-time position.

With that, it is recommended to approve the hiring of Kathryn "Kathy" Morpew as the full-time union Liquor Store Clerk & Stock Room Person effective April 1, 2024. Kathy will maintain her current wage of \$18.20/hour (Step 4 of the 2024 union wage schedule). Upon successful completion of the probationary period, a step increase will be awarded at her six-month review and end of her probationary period.

Kathy's past work experience and work ethic she has displayed since her initial hiring in January of 2020 shows she is an excellent candidate for this position.

Fiscal Impact

The fiscal impact for the hiring is estimated to be \$24,638.68 as shown in the attachment.

Attachments

1. Financial impact calculations

Kathy Morphew

\$18.20 Hourly Wage

Additional 11 Hours per week Annual costs	
Wages (11hrs x 52 weeks)	\$10,410.40
12 Paid Holidays	\$1,747.20
Sick Leave (96 Hours) Accrued	\$1,747.20
FICA (6.2%*)	\$753.77
Medicare (1.45%*)	\$176.29
PERA (7.5%*)	\$911.82
PERA Life Insurance	\$192.00
Single Insurance	\$8,700.00
Family Insurance	\$25,000.00
Employee + Spouse	\$16,500.00
Employee + Children	\$14,200.00

***Percentages based off wages and Holidays**

Total Costs	
Single Insurance	\$24,638.68
Family Insurance	\$40,938.68
Employee + Spouse	\$32,438.68
Employee + Children	\$30,138.68